

Person Specification

Skills and Knowledge		Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience	<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	Recognised qualification in an admin related discipline to NVQ 2 level	X	
Skills / Experience	General administrative experience	X	
	Proficiency in standard IT applications, particularly word processing and spreadsheets	X	<u>I</u>
Competencies		Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements	<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Working to instructions and to well-established routines with regular daily and weekly deadlines.	X	<u>I, R</u>
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.	X	<u>I, R</u>
Influencing and interpersonal skills	Exchanging generally factual information with a range of recipients such as colleagues, parents, pupils and external suppliers	X	<u>I, R</u>
Using initiative	Noting procedural deficiencies or problems and advising senior staff.	X	<u>I, R</u>
Working independently	Dealing with day-to-day issues independently wherever possible.	X	<u>I, R</u>

Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.		X		I, R
Managing resources	Ensuring office and general school supplies are held at the required stock level		X		I, R
	Assisting with financial management procedures including cash handling		X		I, R
Managing risk	Awareness of general health and safety risks in an office/school environment.		X		I, R
Managing oneself	Awareness of opportunities for personal development.		X		I, R