

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential* and *Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Administrative Assistant	<b>Directorate/School:</b> Springwell Leeds Academy	
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Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	Experience in an office environment.  IT experience; working with Microsoft packages including Word, Excel, Powerpoint, Access and Publisher.  Experience of working within a school environment  Experience of working with Arbor	Application form/ Interview  Application form/Interview  Application form/Interview  Application form/Interview	Desirable  Desirable  Desirable  Desirable
	Education and Training Attainments	Sufficient level of knowledge in Mathematics and English  RSA Word Processing Level 2 or equivalent. (Or the ability to pass an internal test using MS Word).  Relevant IT qualification	Application form  Application form  Application form	Essential  Desirable  Desirable

		Other relevant administrative qualifications	Application form	Desirable
	General and Special Knowledge	Knowledge of E-mail and Internet  Diary management using Microsoft Outlook/Office 365	Application form  Application form	Essential  Desirable
	Skills and Abilities	Possess good organisational skills  Able to work using own initiative  Able to work in a methodical manner paying attention to detail and accuracy  Able to organise work schedules in order to meet tight deadlines  A satisfactory level of computer literacy  Able to communicate clearly, concisely and politely  Capacity to adopt flexible working practices  Possess good interpersonal skills  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Application form/ Interview  Application form/ Interview	Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential  Essential
	Additional Factors	Willing to undergo further training		Essential

