

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.

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

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

