



PERSON SPECIFICATION

ADMINISTRATIVE ASSISTANT

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
• NVQ 2 or similar recognised office based qualification		✓	
• GCSE English and Maths (Grade A – C or 4-9)	✓		
• IT Literate	✓		
• First Aid training		✓	
Experience and knowledge			
• Competent in the use of the computer and telephone system within an office environment	✓		
• Use of Microsoft Office, specifically Word and Excel	✓		
• Experience of working with school MIS Systems eg. SIMS		✓	
• Previous experience working within a primary school setting		✓	
• Experience of document creation and office procedures	✓		
• Awareness of the Data Protection Act	✓		
Personal Qualities and Ethos			
• Good organisational skills.	✓		
• Ability to work well as part of a team.	✓		
• Excellent interpersonal skills.	✓		

• Ability to remain calm and confident at all times.	✓		
• Ability to effectively communicate with other members of the team	✓		
• Honesty, integrity and reliability to ensure strict confidentiality	✓		
• Ability to use initiative	✓		
• A cheerful disposition and good sense of humour	✓		
Equal Opportunities			
• A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
• Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
• Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
Health and Safety			
• Aware of Health & Safety and Safeguarding as appropriate to role	✓		

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Please note that it is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

Equal Opportunities statement

The school actively and positively supports and encourages policies, which stress the importance of equality of opportunity irrespective of gender, sexuality, ethnic origin, religious background, or special educational needs.

We aim, through our work, to challenge prejudice and stereotyping to promote mutual respect and tolerance. All pupils should have opportunities to succeed in a caring environment in which they feel valued.

Safeguarding statement

In line with our school safeguarding policy, all appointments are subject to an enhanced Disclosure and Barring Service (DBS) check. The successful applicant will also be expected to complete a medical questionnaire.

In line with the governments code of practice for workers in the public sector (Nov 2016) applicants in a customer-facing role must be able to speak English fluently.