

# PERSON SPECIFICATION – Associate Staff



CENTRAL LEARNING  
PARTNERSHIP TRUST

**Post Title: Admin Assistant**

The Person Specification outlines the main attributes needed to adequately perform the post specified. In drawing together, the specification, a critical examination of the job description has been undertaken to pinpoint those elements of the post deemed as essential.

The Person Specification is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

		<b>Essential</b>	<b>Desirable</b>	<b>How identified</b>
<b>1.</b>	<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE passes in English &amp; Maths or vocational qualification eg NVQ Level 3 Administration or 4 years of office experience</li> </ul>	Experience of working in a school	Formal possession of an appropriate qualification to be verified at interview or from records. Employment history record.
<b>2.</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of dealing with a range of people in a work setting, in person, in writing and over the telephone</li> <li>Experience of developing, implementing and maintaining filing and other work systems (manual and computerised)</li> <li>Experience of accounting, including cash handling and reconciliation</li> <li>Experience of working within a team</li> </ul>	Knowledge of Sage Accounting system	Application form and Interview
<b>3.</b>	<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>Demonstrable experience and/ or a qualification in Microsoft Office packages (Word, Excel, Publisher etc) and management information systems.</li> <li>Ability to organise and prioritise own workload</li> <li>to meet deadlines.</li> <li>Ability to work under pressure in a busy and demanding environment</li> <li>Ability to clearly interpret oral or written information and instructions</li> <li>Excellent interpersonal skills</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of school systems/procedures</li> <li>Knowledge of Arbor</li> </ul>	Application Form and Interview

		<ul style="list-style-type: none"> <li>• Ability to communicate in a clear and logical manner</li> <li>• Awareness of policies and procedures relating to child protection, health and safety, equal opportunities and confidentiality</li> <li>• Awareness of the need to maintain sensitive information and records securely in order to prevent inappropriate access</li> </ul>		
4.	<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Good organisational skills to include prioritisation of work and ensuring deadlines are met</li> <li>• Ability to work with attention to detail and accuracy eg, completing documentation, maintaining filing systems</li> <li>• Ability to plan, monitor and assess</li> <li>• Ability to take responsibility with minimum supervision for delivering work</li> <li>• Ability to develop working relationships outside the immediate working team</li> </ul>		Application form, Interview and References
5.	<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Smart appearance.</li> <li>• Good attendance record.</li> <li>• Good Timekeeper.</li> <li>• Commitment to equal opportunities.</li> <li>• Conscientious, honest and reliable.</li> <li>• Positive approach with a wide range of people.</li> </ul>		Interview and References
6.	<b>Legal Requirements</b>	<ul style="list-style-type: none"> <li>• Enhanced DBS Clearance</li> </ul>		DBS clearance
7.	<b>Other</b>	<ul style="list-style-type: none"> <li>• Respect for confidentiality.</li> <li>• Comply with safer recruitment practices and awareness of safeguarding procedures for all pupils.</li> </ul>		Interview