

Senior Administrative Assistant (Grade 6) - PERSON SPECIFICATION

Qualifications & Training	Essential	Desirable	How Assessed
Good numeracy/literacy skills	X		Application Form
NVQ 2 or equivalent qualification or experience in relevant discipline		X	
Experience	Essential	Desirable	How Assessed
General clerical/administrative work in a busy public-facing office environment,	X		Application Form
Experience of working in a school is an advantage		X	
Safeguarding	Essential	Desirable	How Assessed
Understanding of current statutory processes, procedures and associated documentation	X		Application Form & Interview
Professional qualities	Essential	Desirable	How Assessed
Good understanding and ability to use relevant technology e.g. photocopier	X		Application Form & Interview
Effective use of ICT packages	X		
Keyboard/computer skills	X		
Knowledge of relevant policies/codes of practice & awareness of relevant legislation		X	
Appropriate knowledge of first aid		X	
Participate in development and training opportunities	X		
Ability to identify own training & development needs & cooperate with means to address these	X		
Personal attributes	Essential	Desirable	How Assessed
Ability to relate well to children and adults	X		Application Form & Interview
Good team player with strong interpersonal skills	X		

Safeguarding Statement

Barton Park Primary School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.