



Person Specification Administration Assistant Band A



Person Specification

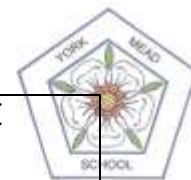
Administration Assistant Band A

Person Specification

Method of Assessment (MOA)

AF: Application Form	C: Certificate	I: Interview	T: Test or Exercise	P: Presentation
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Criteria	Essential	MOA
Education/ Qualifications NB: Full regard must be paid to overseas qualifications.	A* - C in GCSE English or equivalent	AF/C
Experience Relevant work and other experience	Experience in a general administration environment	AF/I
	Experience of Microsoft Word package	AF/I/T
	Experience of using database applications	AF/T
	Experience of reception work	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Able to communicate effectively and accurately both verbally and in writing	AF/I/T
	Able to communicate in a clear and concise manner both on the telephone and face to face	AF/I/T
	Ability to develop positive relationship with children, parents and colleagues	AF/I/T
	Ability to work as part of a team, be flexible, approachable and able to adapt to changes in a busy day to day environment	AF/I



	Ability to demonstrate a confidential approach and way of working	AF/I
	Ability to write clear, letters and reports	AF/I/T
	Ability to complete work to the required standards of accuracy and presentation	AF/I
	Ability to develop and maintain effective working relationships with a wide range of people	AF
	Knowledge of standard office equipment	AF
Training	Willing to undertake job related training	AF

Safeguarding & Suitability

- Willingness to undergo an Enhanced DBS check and all required pre-employment checks.
- Commitment to upholding school policies, including safeguarding, behaviour, health and safety, and professional conduct.
- Understanding of professional boundaries and appropriate conduct with children.