

Administrative Assistant - Grade 5

Person Specification

| Attributes/Requirements | Essential | Desirable | How Identified |
|---|--|---|---|
| <p>Education, Qualifications and Vocational Training</p> | <p>A good standard of education up to NVQ Level 2 equivalent GCSE English and Maths A willingness and ability to obtain and/or enhance qualifications and training for development in the post</p> | | <p>Examination of certificates Application Form</p> |
| <p>Relevant Experience</p> | <p>Extensive experience of using ICT within an office setting across a range of platforms Detailed experience in clerical and administrative tasks</p> | <p>Experience of working in a school office The ability to undertake basic book-keeping</p> | <p>Application Form Interview References</p> |
| <p>Knowledge and Skills</p> | <p>A high standard of Literacy and Numeracy An ability to work on own initiative as well as part of a team The capacity to maintain accuracy in the performance of routine tasks An ability to pay attention to detail An ability to meet tight deadlines</p> | <p>An understanding of how to prioritise actions and complete them in a child-centred learning environment Ability to respond positively to constant changes</p> | <p>Application Form Interview References</p> |
| <p>Personal Characteristics</p> | <p>Integrity, Reliability, Flexibility Excellent interpersonal and communication skills An ability to remain calm and focused in responses to variety of situations. An ability to maintain confidentiality A positive attitude to personal development and training</p> | | <p>Interview References</p> |
| <p>Contra-Indicators</p> | <p>A satisfactory record check (Enhanced) being undertaken by the Disclosure and Baring Service</p> | | |