

Person Specification – Administrative Assistant Level 2

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1.	GCSE Maths & English Grade C or above (or equivalent)
2.	Maintaining confidentiality
3.	Excellent oral and written communication skills including excellent networking skills
4.	Experience of working in an office environment
5.	Experience in dealing with the public
6.	Experience of handling cash.
7.	Experience of planning and managing tasks in a timely and effective manner and to work to specified deadlines.
8.	Willingness to participate in development and training opportunities.
9.	Experience in Finance and Data Input

Desirable

10.	Level 2 qualification in the use of computer software/word processing
11.	Knowledge of SIMS software packages
12.	The ability to take accurate minutes
13.	Knowledge and understanding of education issues and wider Children's Services agendas

Part B: Assessment Stage

Items (insert any relevant numbers e.g. 1, 3 and 8) of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Honesty, integrity, a professional outlook
2	Successful and co-operative team work at different levels within an organisation
3	Sociable, confident and professional presence
5	Has attention to detail

6	<p>Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:</p> <ul style="list-style-type: none"> ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ emotional resilience in working with challenging behaviours ▪ attitude to use of authority and maintaining discipline.
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Desirable

7	Ability to self-motivate
8	Knowledge of relevant legislation (e.g. Data protection)
9	Sense of humour.

The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with pupils	No
Written Task	Yes	Other (specify)	No

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate from Disclosure & Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	Medical clearance
4	(For qualified teachers only) Professional registration with the General Teaching Council for England
5	Two references from current and previous employers (or education establishment if applicant not in employment)

