



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Administrative Assistant - Level 2 (Hebburn Lakes Primary)

GRADE: Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">NVQ Level 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing	<ul style="list-style-type: none">NVQ Level 2 Literacy and Numeracy or an equivalent qualification	<ul style="list-style-type: none">Application FormCertificates
Work Experience	<ul style="list-style-type: none">Experience of general clerical/administrative/financial workExperience of an IT based administrative system	<ul style="list-style-type: none">Administrative and clerical experience gained in school or educational establishment	<ul style="list-style-type: none">Application FormInterviewReferences
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">Able to use IT effectivelyGood keyboard skillsKnowledge of relevant policies/codes of practice and awareness of relevant legislationGood numeracy and literacy skills	<ul style="list-style-type: none">Effective planning and time management skills	<ul style="list-style-type: none">Application formInterviewReferencesPossible test - to assess literacy and numeracy skills
Disposition	<ul style="list-style-type: none">Willingness to undertake training and developmentAble to relate well to children and adultsAble to work as a part of a teamAble to learn from self-evaluationFlexible approach to workCommitted to the principles of equality and diversity		<ul style="list-style-type: none">InterviewReferences
Circumstances	<ul style="list-style-type: none">Enhanced clearance from the Disclosure and Barring Service		<ul style="list-style-type: none">DBS Check