



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Administrative Assistant - Level 2

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 Literacy and Numeracy or an equivalent qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> <li>Test may be used to assess literacy and numeracy skills</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of general clerical/administrative/financial work</li> </ul>	<ul style="list-style-type: none"> <li>Administrative and clerical experience gained in school or educational establishment</li> <li>Experience of an IT based administration system</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Able to use IT effectively</li> <li>Good keyboard skills</li> <li>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Effective planning and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Willingness to undertake training and development</li> <li>Able to relate well to children and adults</li> <li>Able to work as a member of a team</li> <li>Able to learn from self-evaluation</li> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>DBS Check</li> </ul>