

**WALBOTTLE CAMPUS  
PERSON SPECIFICATION**

**Post : Administrative Assistant Grade N4**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>1. SKILLS, KNOWLEDGE AND APPITUDES</b>	<ul style="list-style-type: none"> <li>➤ Excellent organisational skills</li> <li>➤ Effective communication and interpersonal skills.</li> <li>➤ Good time management</li> <li>➤ Self motivated and enthusiastic</li> <li>➤ logical and systematic in work processes</li> <li>➤ IT skills</li> <li>➤ Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>➤ ECDL/ICT Qualification</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> <li>➤ Interview</li> <li>➤ Reference</li> </ul>
<b>2. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>➤ Educated to GCSE level or equivalent in English and Maths</li> <li>➤ Ability to use Microsoft Office packages</li> <li>➤ Educated to Level 3</li> </ul>	<ul style="list-style-type: none"> <li>➤ SIMS trained</li> <li>➤ Evidence of recent relevant training</li> <li>➤ Degree level</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> </ul>
<b>3. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Working as part of a team</li> <li>➤ Working with Microsoft Office packages.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Evidence of working with all levels of staff</li> <li>➤ Use of SIMS or similar database management</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> </ul>
<b>4. DISPOSITION</b>	<ul style="list-style-type: none"> <li>➤ Ability to work as part of a team</li> <li>➤ Ability to manage a high value of workload</li> <li>➤ Ability to prioritise own workload</li> <li>➤ Ability to work under pressure and meet tight deadlines with competing demands.</li> <li>➤ Good attendance record</li> <li>➤ Ability to communicate effectively with other staff, parents and visitors to the school</li> <li>➤ Ability to identify and resolve errors and discrepancies</li> <li>➤ Ability to work affectively with minimal guidance/supervision</li> </ul>	<ul style="list-style-type: none"> <li>➤ Evidence of outside interests</li> <li>➤ Interest/awareness of Every child Matters agenda and raising pupil attainment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>5. SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Willingness to work flexible hours to meet the seasonal demands of the post</li> </ul>	<ul style="list-style-type: none"> <li>➤ Willingness to work overtime as needs require it</li> </ul>	<ul style="list-style-type: none"> <li>➤ Interview</li> <li>➤ Letter of Application</li> </ul>