

## THOMAS BEWICK SCHOOL - PERSON SPECIFICATION

**Post Title: Administration Assistant**

**Scale N4**

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
<b>EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING</b>	Willingness and ability to obtain and/or enhance qualifications and training for development in the post.	RSA Stage 2/equivalent typing/word processing	Examination of Certificates Application Form
<b>RELEVANT EXPERIENCE</b>	Previous clerical/administrative work Use of ICT	Use of Microsoft Word/Excel Maintaining filing systems Work in a school/LEA or LA	Application Form Interview/task References
<b>KNOWLEDGE AND SKILLS</b>	Good keyboarding skills Good literacy and numeracy skills Good organisational skills Ability to maintain confidentiality	Knowledge of administrative systems including SIMS	Interview/task Application Form
<b>PERSONAL CHARACTERISTICS</b>	Excellent interpersonal skills Ability to relate well with children and adults Ability to meet deadlines Ability to work as part of a team	Flexible	Interview References
<b>PHYSICAL ATTRIBUTES</b>	As assessed and advised by Health and Wellbeing		Medical Questionnaire Medical examination if required
<b>ADDITIONAL FACTORS</b>		A requirement to work occasional additional hours during term-time to meet the needs of the school	Interview
<b>CONTRA-INDICATORS</b>	<b>A satisfactory record check (Standard) being undertaken by the Disclosure and Barring Service</b>		