

## **Person Specification Access Assistant**

### **Part A**

The following criteria (experience, skills and qualifications) will be used to shortlist at the application stage.

#### **Essential**

- Experience of working with vulnerable families or schools
- Good understanding of relevant school admissions processes and statutory requirements for school attendance
- Good oral and written communication skills
- Good organisational and time management skills
- Attention to detail and accuracy skills
- Good ICT skills, specifically in Microsoft Office and using large databases
- Ability to work effectively on own and as part of a team and use own initiative
- Knowledge of procedures in relation to safeguarding children
- Understanding of data protection and confidentiality principles

#### **Desirable – Project posts**

- Experience of working with or in schools
- Ability to work in partnership with a range of organisations
- Ability to work in difficult situations while advocating on behalf of families
- Knowledge of the issues affecting families and young people who are new to the country

#### **Desirable – Attendance service**

- Relevant experience of Capita One application
- Experience of working in Elective Home Education, Children Missing Education, School Attendance, Exclusions or Alternative Education

### **Part B**

The following criteria will be explored further at interview stage

- Approach to team work
- Ability to communicate effectively in difficult situations
- Experience of challenging individuals whilst maintaining positive working relationships
- Data collection, analysis and presentation skills
- Ability to act autonomously and use own initiative
- Commitment to equalities