



## Person Specification

<b>JOB TITLE:</b>	<b>Administration Assistant</b>
<b>DATE:</b>	<b>September 2019</b>
<b>STATUS:</b>	<b>Version 1.0</b>

<b>CRITERIA</b>	<b>Essential/ Desirable</b>	<b>Application</b>	<b>Tasks</b>	<b>Interview</b>	<b>Vetting checks</b>
<b>Knowledge and qualifications</b>					
1. A good general education demonstrating numeracy and literacy.	E	✓		✓	
2. Knowledge of how to protect personal data	D	✓		✓	
3. Basic awareness of corporate procedures (e.g. financial, governance and/or HR)	D	✓		✓	
4. NVQ level 3 in business administration or equivalent	D	✓			
<b>Experience</b>					
5. Experience in a similar role covering a range of administrative duties.	E	✓		✓	✓
6. Dealing with customer enquires both on the telephone or face to face	D	✓		✓	
7. Experience of maintaining filing systems	D	✓		✓	
8. Previous experience of note taking	D	✓		✓	
9. Experience of working in a school or educational environment	D	✓		✓	
<b>Skills and competencies</b>					
10. Proactive approach to prioritising workload	E	✓	✓	✓	
11. Works effectively in a small team	E	✓		✓	
12. Excellent organisational skills	E	✓		✓	
13. Effective verbal and written communication skills to suit a variety of audiences	E	✓	✓	✓	
14. Able to follow instructions and procedures on own initiative	E	✓		✓	



CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
15. Excellent IT skills including MS Office applications	E	✓	✓		
16. Able to present information in a variety of written styles and formats with attention to detail	E	✓	✓		
17. Builds relationships quickly and as appropriate	E	✓		✓	
18. Works in a systematic and orderly manner	E	✓	✓	✓	
19. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	
20. Ability to work to a brief to achieves set objectives	E	✓		✓	
21. Flexible and cooperative attitude	E			✓	
22. Ability to safeguard and promote the welfare of children	E	✓		✓	✓
<b>Other</b>					
23. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
24. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
25. Able and willing to accommodate occasional evening work	E				✓
26. Able and willing to travel between sites in Newcastle	E				✓