



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Administration Officer - Level 3

GRADE: Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ Level 3 in Business Administration or equivalent qualification in a relevant discipline 	<ul style="list-style-type: none"> NVQ Level 2 or equivalent in literacy/numeracy 	<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of developing, managing and operating clerical/administrative/financial systems Experience of using ICT including word processing and computerised accountancy systems e.g. SIMS or equivalent Experience of liaising with agencies and individuals by both verbal and written communication 	<ul style="list-style-type: none"> Experience of managing staff Experience of managing budgets Experience of working in an admin role in a school/educational establishment 	<ul style="list-style-type: none"> Application Form Interview References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none"> Effective use of ICT packages General office procedures to deliver effective support Able to use relevant office equipment (keyboard, photocopier) 	<ul style="list-style-type: none"> Knowledge of office procedures relating to an educational environment 	<ul style="list-style-type: none"> Interview References Possible test
Disposition	<ul style="list-style-type: none"> Willingness to undertake training and development Able to relate well to children and adults Able to work as part of a team Able to learn from self-evaluation Flexible approach to work Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> DBS Check