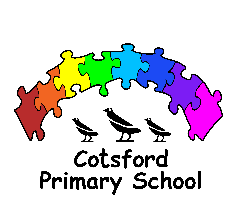
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**Grade 3 Admin Assistant**

**Person Specification and Criteria for Selection**

|  |  |  |  |
| --- | --- | --- | --- |
| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW CRITERIA WILL BE ASSESSED** |
| **APPLICATION** | * Fully supported in reference * Completed Durham County Council application form |  | * Application Form * References |
| **QUALIFICATIONS** | * NVQ Level 2/3 or equivalent qualification in a relevant discipline * GCSEs in English and Maths at Grade C/4 or above (or equivalents) | * First Aid * Child Protection Level 1 | * Application Form |
| **EXPERIENCE** | * Experienced in the use of Microsoft Office * Experience of working as part of a team | * Experience using SIMs and FMS * Previous experience of working in a school | * Application Form * References * Interview |
| **PROFESSIONAL DEVELOPMENT** | * Commitment to ongoing professional development | * Attendance at recent and relevant courses | * Application Form * References * Interview |
| **SKILLS** | * Excellent interpersonal and communication skills in both spoken and written English * Effective IT skills and other specialised equipment / resources * Be able to adapt to changes in routines |  | * Application Form * References * Interview process |
| **SPECIAL KNOWLEDGE** | * Knowledge and understanding of how a busy school office operates * Ability to deal confidently and confidentially with sensitive issues * Excellent organisational skills * Ability to build and sustain effective working relationships with a wide variety of people e.g. staff, pupils, Governors, parents and the wider community | * Knowledge of relevant polices/codes of practice and awareness of relevant legislation concerning safeguarding, child protection, health & safety, equalities and inclusion. | * Application Form * References * Interview process |
| **PERSONAL ATTRIBUTES** | * Ability to work independently and as part of a team * Willingness to be fully involved and committed to all aspects of Cotsford Primary life * Flexible * Be a good role model to pupils in speech, dress, behaviour and attitude. * Display warmth, care and sensitivity in dealing with children. * Ability to use initiative when required. * Calm and positive approach. * Reliability, commitment and enthusiasm. | • Ability to bring personal interests and enthusiasm to the school community. | * Application Form * References * Interview process |