



PERSON SPECIFICATION

Post Title: Administration Assistant

Scale N4

ATTRIBUTES/REQUIREMENTS	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
EDUCATION, QUALIFICATIONS AND VOCATIONAL TRAINING	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
RELEVANT EXPERIENCE	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
KNOWLEDGE AND SKILLS	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
PERSONAL CHARACTERISTICS	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
PHYSICAL ATTRIBUTES	As assessed and advised by Health and Wellbeing		Medical Questionnaire Medical examination if required
ADDITIONAL FACTORS		A requirement to work occasional additional hours during term-time to meet the needs of the school	Interview
CONTRA-INDICATORS	A satisfactory record check (Standard) being undertaken by the Criminal Records Bureau		