



Person Specification

Post Title: ADMINISTRATION ASSISTANT (SCP 3- 4)		
Essential	Desirable	Assess by
Experience/ Qualifications		
- NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing - Good numeracy and literacy skills - Experience of general clerical/administrative/financial work	NVQ 2 Literacy and numeracy or an equivalent qualification Administrative and clerical experience gained in a school or educational establishment Experience of an IT based administration system e.g. Oracle/SIMS	(a) (t) (a)
Knowledge/Skills and competencies		
- Ability to use IT effectively - Good keyboard skills - Knowledge of relevant policies/codes of practice and awareness of relevant legislation - Ability to relate to children and adults - Ability to work as a member of a team		(a), (i), (r)
Physical, mental and emotional demands		
- Mainly sedentary. - Able to cope with some conflicting demands. - Will occasionally place emotional demands on the jobholder dealing with children, young people and families - Some exposure to disagreeable people related behaviour		
Other		
- Reliable, trustworthy and honest - Polite and able to present professionally - Willingness to participate in training and development		(i) (r)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits