



# South Tyneside Council

## CHILDREN, ADULTS AND HEALTH

### PERSON SPECIFICATION

**POST TITLE:** Administration Officer - Level 3

**GRADE:** Band 5

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ Level 3 in Business Administration or equivalent qualification in a relevant discipline</li> <li>GCSE or equivalent in English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>NVQ Level 2 or equivalent in literacy/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of developing, managing and operating clerical/administrative/financial systems</li> <li>Experience of using ICT including word processing and computerised accountancy systems to analyse and evaluate data/information and produce reports</li> <li>Experience of liaising with agencies and individuals by both verbal and written communication</li> <li>Experience of supervising, administrative staff</li> <li>Experience of marketing and promotion of the school</li> </ul>	<ul style="list-style-type: none"> <li>Experience of managing budgets</li> <li>Experience of working in an admin role in a school/educational establishment</li> <li>Experience of organising school trips and using EVOLVE effectively</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> <li>Task</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Effective use of ICT packages</li> <li>Able to undertake complex IT based tasks and administer complex procedures</li> <li>Take notes at meetings and prepare minutes</li> <li>Undertake complex financial administration procedures</li> <li>Clear understanding of safeguarding policies and procedures</li> <li>Ability to deal professionally with challenging situations</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of office procedures relating to an educational environment</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> <li>References</li> <li>Possible test</li> <li>Task</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Willingness to undertake</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>

	training and development <ul style="list-style-type: none"> <li>• Able to relate well to children and adults</li> <li>• Excellent interpersonal skills</li> <li>• Able to work as part of a team</li> <li>• Able to learn from self-evaluation</li> <li>• Flexible approach to work</li> <li>• Committed to the principles of equality and diversity</li> </ul>		<ul style="list-style-type: none"> <li>• References</li> </ul>
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• DBS Check</li> </ul>