



PERSON SPECIFICATION

POST TITLE: Administrative Assistant – Level 1

GRADE: Band 3 pt. 3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> NVQ Level 2 in administration 	<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Good customer service/reception skills Experience in all aspects of clerical work 	<ul style="list-style-type: none"> Experience of working in a school/educational establishment 	<ul style="list-style-type: none"> Application Form Interview References Assessment
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none"> Good keyboard skills Use of ICT including word processing and data input Able to use relevant office equipment (computer, photocopier) Good numeracy/literacy skills Good understanding of confidentiality and safe-guarding 		<ul style="list-style-type: none"> Interview References
Disposition	<ul style="list-style-type: none"> Willingness to undertake training and development Good communication skills with stakeholders, parents, staff and children Team player 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