



## Person Specification

Post Title: ADMINISTRATION ASSISTANT (SCP 5- 6)		
Essential	Desirable	Assess by
<b>Experience/ Qualifications</b>		
<ul style="list-style-type: none"> <li>NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing</li> <li>Good numeracy and literacy skills</li> <li>Experience of general clerical/administrative/financial work</li> </ul>	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)
<b>Knowledge/Skills and competencies</b>		
<ul style="list-style-type: none"> <li>Ability to use IT effectively</li> <li>Good keyboard skills</li> <li>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Ability to relate to children and adults</li> <li>Ability to work as a member of a team</li> </ul>		(a), (i), (r)
<b>Physical, mental and emotional demands</b>		
<ul style="list-style-type: none"> <li>Mainly sedentary.</li> <li>Able to cope with some conflicting demands.</li> <li>Will occasionally place emotional demands on the jobholder dealing with children, young people and families</li> <li>Some exposure to disagreeable people related behaviour</li> </ul>		
<b>Other</b>		
<ul style="list-style-type: none"> <li>Reliable, trustworthy and honest</li> <li>Polite and able to present professionally</li> <li>Willingness to participate in training and development</li> </ul>		(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