**Person Specification – Administrative Assistant**

**Stocksfield Avenue Primary School**

**Part A: Application Stage**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Willingness and ability to obtain and/or enhance qualifications and training for development in the post. |
| 2 | Previous admin work |
| 3 | Use of ICT (Management Information Systems and emails) |
| 4 | A good level of literacy and numeracy |
| 5 | Excellent interpersonal and communication skills |

**Desirable**

|  |  |
| --- | --- |
| 8 | GCSE (grade A-C) or equivalent in literacy and maths  Word processing or business admin NVQ level 2 |
| 9 | Knowledge of Microsoft Office/ Word/Excel |
| 10 | Knowledge of school admin systems |

**Part B: Assessment Stage**

Items (insert any relevant numbers e.g. 1, 3 and 8) of the application stage criteria and the criteria below will be further explored at the assessment stage:

**Essential**

|  |  |
| --- | --- |
| 1 | Ability to relate well to adults and children |
| 2 | Adaptable, committed and a good team player |
| 3 | Committed to own professional development and career development |
| 4 | Ability to maintain confidentiality |
| 5 | Good organisational skills |
| 6 | Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:   * + - motivation to work with children and young people     - ability to form and maintain appropriate relationships and personal boundaries with children and young people     - emotional resilience in working with challenging behaviours     - appropriate attitude to use of authority and maintaining discipline |
| 7 | No disclosure about criminal convictions or safeguarding concerns that makes applicant unsuitable for this post. |

**Desirable**

|  |  |
| --- | --- |
| 8 | Maintaining filing systems |
| 9 | Experience of working in a school |
| 10 | Flexible approach |

The following methods of assessment will be used:

|  |  |  |  |
| --- | --- | --- | --- |
| **Method** |  | **Method** |  |
| Interview | Yes | Task | Yes |

**Part C: Additional Requirements**

The following criteria must be judged as satisfactory when pre-employment checks are completed:

|  |  |
| --- | --- |
| 1 | Enhanced Certificate of Disclosure from the Disclosure & Barring Service |
| 2 | Additional criminal record checks if applicant has lived outside the UK |
| 3 | Barred List check |
| 3 | Medical clearance |
| 4 | Two references from current and previous employers (or education establishment if applicant not in employment) |