

Person Specification – Administrative Assistant

Part A: Application Stage

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

Essential

1	Competent ICT skills
2	Accurate keyboard skills
3	Excellent customer care skills
4	Ability to prioritise and meet deadlines
5	Ability to organise own time and workload
6	Knowledge of Microsoft Office
7	Effective administrative skills

Desirable

8	Knowledge of SIMS
9	Previous experience of working in a school setting

Part B: Assessment Stage

Items 1 to 9 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Ability to handle difficult and challenging situations in a professional manner
2	Ability to deal with sensitive issues
3	Ability to be flexible within ever changing work priorities
4	Willing to develop skills by undertaking further training as required
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none">▪ 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▪ attitude to use of authority and maintaining discipline.
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

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