

**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 | High level of competence in Microsoft Office (Word, Excel, PowerPoint) |
| 3 | Ability to communicate effectively with a wide range of stakeholders both verbal and written |
| 4 | Ability to prioritise and meet deadlines within the team |
| 5 | Ability to work as a team |
| 6 | Effective administrative skills |

# Desirable

|  |  |
| --- | --- |
| 7 | Knowledge of SIMS/FMS/Pebble |
| 8 | Previous experience of working in a school setting |
| 9 | Understanding of management reports and the ability to be able to modify standard reports |

# Part B: Assessment Stage

Items 1 to 6 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:   * ability to form and maintain appropriate relationships and personal boundaries with children, young people and adults |
| 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) |