

**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)  |