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| **cid:image001.png@01CA9E6A.FD54B730** | **EDMONTON COUNTY SCHOOL**  **Part-time Executive Headteacher’s Administrative Assistant** |
| Date | January 2018 |

**Person Specification**

This person specification describes the skills; abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of…' is not enough.

**Essential**

* Demonstrable levels of numeracy and literacy equivalent to GCSE (Grades A\*-C) or NVQ level 2
* Good ICT and typing skills – ability to use Office confidently.
* The ability to deal with sensitive information discretely and confidentially.
* Patience and an ability to remain calm if faced by challenging situations.
* Commitment to ongoing training
* Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels.
* Excellent written and oral communication skills.
* Ability to prioritise own workload.
* A keen and flexible attitude to work.
* Good organisational skills, ability to work in an organised and efficient manner.
* Ability to work well as part of a team.
* Track record of excellent punctuality and attendance at work.
* Excellent attention to detail

**Desirable**

* Previous or current experience of working in a school
* Track record of continuous professional development
* Ability to speak a community language.
* Good communication skills both written and oral.

*As part of the selection you will be required to complete a variety of assessments*