**Person Specification**

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

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Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

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| **Please make sure, when completing your application form, you give clear examples** **of how you meet the essential and desirable criteria.** |
| **Attributes** | **Essential** | **How Measured** | **Desirable** | **How Measured** |
| **Experience** | Demonstrable work experience in a general office environment including working within administrative and financial procedures. Experience of having worked in a school setting Demonstrable experience of using word-processing, spreadsheets, databases and IT packages. | 1,21,2 1,2 | Some experience of using attendance packages  |  |
| **Skills/Abilities** | Demonstrable organisational skills –able to manage periods of heavy and conflicting demands In depth word processing skills- able to produce a wide range of complex documents Able to maintain accurate manual and computer based records Able to organise own workload and that of others as appropriate Able to work to strict deadlines and targets Able to deal politely and tactfully with a wide range of people | 1,21,21,21,21,21,2 |  |  |
| **Competencies** | Able to form appropriaterelationships with young people | 1,2 |  |  |
| **Equality Issues** | Able to recognise some forms of discrimination, which commonly exist.  | 1,2 |  |  |
| **Specialist Knowledge** |  |  | Knowledge concerning First Aid and willing to take training to be a First AiderKnowledge of the Safer Recruitment Policy and process | 1,2,41,2 |
| **Education and Training** | RSA Stage 2 or equivalent qualification or equivalent experience. | 1,2,4 |  |  |
| **Other Requirements** | Able to attend evening meetings as required |  1 |  |  |

**( 1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise )**

We will consider any reasonable adjustments under the terms of the Disability Discrimination Act (1995), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council’s policies are reflected in all aspects of his/her work, in particular those relating to;

1. Equal Opportunities
2. Health and Safety
3. Data Protection Act (1984 & 1998)

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.