

**CHINGFORD ACADEMIES TRUST**

**SOUTH CHINGFORD FOUNDATION SCHOOL**

**PERSON SPECIFICATION**

<b>Post</b>	<b>Administrative Assistant with responsibilities for Welfare</b>
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<b><u>Education and Training</u></b>	<b>Essential (E)</b>	<b>Desirable (D)</b>	<b>A/I/T*</b>
Good standard of education - 5 GCSE's (C minimum or equivalent) or NVQ II Administration	E		A
Previous experience of an office environment	E		A
Current First Aid Paediatric Qualification and practical experience of its application (or willingness to undertake training)		D	A
<b><u>Experience</u></b>			
Experience of carrying out administrative duties in a busy office	E		A/I
Experience of setting up administrative processes and procedures	E		
Ability to produce and collate reports and publication materials	E		
Reception duty experience (preferably in a school environment)		D	A/I
Experience of using databases and spreadsheets	E		A/I/T
Experience of using word processing packages	E		A/I/T
Experience of working in a confidential environment and with confidential information		D	A/I/T
Experience of working with pupils		D	
<b><u>Ability to</u></b>			
<b><u>Key Qualities</u></b>			
Effective and accurate typing skills with attention to detail	E		
Good verbal and written communication and organisational skills appropriate to the need to communicate effectively with students, staff and parents	E		

Accurate word processing skills and attention to detail	E		A/T
Computer skills including data input and report generation	E		A
Effective interpersonal skills	E		A/I
Effective organisational skills with the ability to prioritise	E		A
Ability to work as part of a team	E		A
Ability to work with minimum supervision	E		A
Awareness of the importance of confidentiality	E		A
Ability to follow directions accurately and to show initiative in the development of efficient and effective procedures	E		
Ability to work methodically and to deadlines	E		A
<b>Other Requirements and Commitments</b>			
A commitment to on-going personal development and willingness to undertake appropriate training.	✓		I/A
Safeguarding and promoting the welfare of young people			
Confidentiality			
Appointment to the post is subject to a satisfactory enhanced DBS check	✓		

This post is exempt from section 4(2) of the Rehabilitation of Offenders Act, 1974, as the duties give you access to persons who are under the age of 18.

'The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers, and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.'

***"The Trust as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the school on its behalf". (Ref: Safeguarding Children and Safer Recruitment in Education 2007).***

\*I – Interview/Lesson Observation R – Reference