

PERSON SPECIFICATION FORM

POST TITLE:

Administrative Assistant – Scale 4

PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The short listing criteria are indicated by an asterisk in the application form column. Short listing for interview will be based solely on whether the candidate indicates on their application form that they meet essential short-listing criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory. **Note:** The school may require shortlisted candidates to attend for a series of office-based tests.

	METHOD OF ASSESSMENT		
E – Essential, D - Desirable	APPLICATION FORM	INTERVIEW	TEST (if required)
1. QUALIFICATIONS			
(a) Maths and English – GCSE Grade A*-C equivalent [E]	x		
2. KNOWLEDGE AND EXPERIENCE			
(a) Experience of working in a busy office/reception environment (preferably in a school environment). [E]	x	x	
(b) Significant current knowledge and experience of using Excel, Word and at intermediate level or above (E).	x	x	x
(c) Knowledge of CMIS/SIMS database or equivalent (D)	x		
(d) Compliance and adherence to policies and procedures and codes of practice. [E]	x	x	
3. SKILLS AND ABILITIES			
(a) Ability to process documentation (e.g. letters, mail merge, minutes, spreadsheets, create drop down menus etc.) using word and excel. [E]	x		x
(b) Maintenance of school's databases (i.e. data input /retrieval) and ability to manipulate output data into charts and reports.[E]	x		
(c) Ability to maintain office systems (e.g. filing, general databases, stationery stock control). [E]	x		
(d) Ability to focus thoroughly when undertaking administrative tasks. [E]	x		

(e) Ability to demonstrate effective interpersonal skills face-to-face and over the telephone. [E]	x	x	
(f) Ability to communicate clearly and concisely, orally and in writing with a wide range of people. [E]	x	x	
(g) Ability to prioritize own workload and work to challenging timelines/work independently demonstrating strong organisational skills. [E]	x	x	
(h) Ability to understand the importance of confidentiality. [E]	x	x	
(i) Ability to demonstrate a flexible attitude and approach to tasks and working hours. [E]	x	x	
(j) Ability to work as part of a team by demonstrating support and initiative. [E]	x		
(k) Willingness to participate and play an active role in school life [E]	x	x	
(l) Trained in First Aid (D)	x		
(m) Experience of website administration (D)	x	x	
4. EQUAL OPPORTUNITIES RELEVANT TO THE POST			
(a) Experience of working in a multi-cultural/diverse environment [E]	x	x	
(b) Committed to the promotion of equal opportunities, fundamental British values** and Co-operative values*** [E]			
5. CHILD PROTECTION			
(c) Committed to safeguarding and promoting the welfare of children and young people [E]	x	x	

**Fundamental British values - democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs

***Co-operative Values - self-help, self-responsibility, democracy, equality, equity and solidarity in addition to the ethical values of honesty, openness, social responsibility and caring for others.