



Person Specification

Admin Support Assistant - Exams

The successful candidate will be well motivated, have a genuine interest in supporting young people, able to use their initiative and enjoy the level of responsibility involved in the post.

	Essential	How Assessed	Desirable
Qualifications	<ul style="list-style-type: none"> Good general education to GCSE standard 	A	
Experience	<ul style="list-style-type: none"> Experience with working with young people Experience of working in an administrative role 	A/R	<ul style="list-style-type: none"> Experience in working with young people in a school or other controlled environment Experience of the exam role
Specific Skills (attributes and abilities)	<ul style="list-style-type: none"> Ability to work on own initiative and prioritise effectively Good communication skills – oral and written Ability to balance professional and supportive relationship with vulnerable children Communicating with parents on a professional basis Good literacy and numeracy skills Competent ICT skills 	I/R A/I/R I/R I/R	<ul style="list-style-type: none"> Creative approaches to supporting students' learning An understanding of the range of additional needs now supported within the comprehensive system First Aid at Work (If not already held willing to gain qualification)
Motivation	<ul style="list-style-type: none"> Willing to expand on current experience Evidence that work is important to personal satisfaction Commitment to school 	I I/R I	
Personal Qualities	<ul style="list-style-type: none"> Reliability, professionalism and confidentiality A positive attitude to the school at all times A positive approach within the working environment Good interpersonal skills and the ability to establish good working relationships with students and staff Flexibility to work as part of a team 		

A = Application

R = Reference

I = Interview