**Administrative Assistant (Grade 4)** - **PERSON SPECIFICATION**

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| Qualifications & Training | Essential | Desirable | How Assessed |
| Good numeracy/literacy skills |  |  |  |
| Experience | Essential | Desirable | How Assessed |
| General clerical/administrative work |  |  |  |
| Safeguarding | Essential | Desirable | How Assessed |
|  |  |  |  |
| Professional qualities | Essential | Desirable | How Assessed |
| Appropriate knowledge of first aid  Good understanding and ability to use relevant technology e.g. photocopier  Keyboard/computer skills  Participate in development and training opportunities |  |  |  |
| Personal attributes | Essential | Desirable | How Assessed |
| Ability to relate well to children and adults  Work constructively as part of a team, understanding school roles and responsibilities and your own position within these |  |  |  |
| **Safeguarding Statement**  **XXX School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.** | | | |