**Person Specification**

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| **Job Title:** Administration Assistant  **Department/School:** Administration, Robert Clack School | **Essential** | **Desirable (not essential)** | **Method of Assessment** |
| 1. **Experience**  * Relevant administration experience. * Experience of the use of Word, Excel, E-mails etc. * Experience of working in a school or similar environment. * Experience of the use of Management Information Systems (MIS) * Experience of working on own initiative and within a team. | **✓**  **✓**  **✓** | **✓**  **✓** | Application Form  Task at Interview  Interview |
| 1. **Education, Training & Qualifications**  * Excellent numeracy and literacy skills. * Good general standard of education. | **✓**  **✓** |  | Application Form  Task at Interview  Interview |
| 1. **Professional Relationships**  * Able to work effectively and professionally within a team. * High standard of verbal and written communication skills when dealing with pupils, parents, visitors and colleagues. | **✓**  **✓** |  | Application Form  Interview |
| 1. **Safeguarding, Equalities & Diversity**  * A commitment to the safeguarding and welfare of children. * Commitment to Equal Opportunities and Diversity. * Commitment to continuing professional development. | **✓**  **✓**  **✓** |  | Application Form  Interview |
| 1. **Knowledge, Understanding & Skills**  * Good standard of ICT skills * Good organisation, planning and able to prioritise. * Ability to work methodically with good attention to detail. * Able to adhere to all school policies and procedures. * Maintain confidentiality with regards to all school matters. | **✓**  **✓**  **✓**  **✓**  **✓** |  | Application Form  Task at Interview  Interview |

**Safeguarding and Promoting the Welfare of Children and Young People**

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.