**PERSON SPECIFICATION**

**Administrative Assistant**

**(Grade B1)**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | ***Attributes*** | Where Identified |
|  |  | **Essential** | ***Desirable*** | ***Application Form/Letter*** | ***Interview*** | ***Reference*** |
| *QUALIFICATIONS/****TRAINING*** | * Professional / other qualifications
* Evidence of up to date and appropriate training
* Knowledge/Qualifications demonstrating ability in numeracy and literacy
 | ✓✓ | ✓ | ✓✓✓ | ✓✓✓ |  |
| ***EXPERIENCE*** | * Experience of using reprographics machines
* Experience of using Microsoft Word
* Experience of using Microsoft Excel
* Experience of Desk Top Publishing
* Experience of using SIMS software
* Experience of clerical / administrative work
* Experience of working in a school / educational environment
 | ✓✓ | ✓✓✓✓✓ | ✓✓✓✓✓✓✓ | ✓✓✓✓✓✓✓ | ✓✓✓✓✓ |
| ***SPECIFIC******APTITUDE*** | * Good timekeeper
* Work effectively as an individual and as part of a team
* Good interpersonal skills
* Computer literate
* Well organised
* Ability to meet deadlines
* Ability to carry out work in an accurate, calm, clear and positive fashion
 | ✓✓✓✓✓✓✓ |  | ✓✓✓✓✓ | ✓✓ | ✓✓✓✓✓✓✓ |
| ***MOTIVATION AND SOCIAL SKILLS*** | * Show initiative
* Supportive of the school ethos
* Has vision, energy and enthusiasm
* Flexibility
* Ability to contribute to other aspects of school life
* Smart, professional appearance
* Commitment to safeguarding and promoting the wellbeing of all children
 | ✓✓✓✓✓✓✓ |  | ✓ | ✓✓✓✓✓ | ✓✓✓✓✓ |