**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 | ✓  ✓  ✓  ✓  ✓  ✓  ✓ |  | ✓ | ✓  ✓  ✓  ✓  ✓ | ✓  ✓  ✓  ✓  ✓ |