

**TOWNLEY GRAMMAR SCHOOL**

**PERSON SPECIFICATION – ADMISSIONS & EXAMS ASSISTANT**

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| **Criterion** | **Essential** | **Desirable** |
| **1. Education & Qualifications** | You will have a sound general education sufficient to meet the operational and intellectual requirements of the postLiterate and numerate: GCSE Level for English and MathsEvidence of having maintained professional development by seeking further qualifications and/or attending courses relevant to the post | Manual handling certificate |
| **2. Experience** | Competent administration skills with attention to detailExcellent knowledge of Microsoft Office, especially Word, Outlook & ExcelAbility to work under pressureCommitment to safeguard and promote the welfare of children and young people | Experience of working with children and young peopleKnowledge and experience of working in a school environmentBasic knowledge of SIMS |
| **3. Communication & Interpersonal Skills** | Good interpersonal skills – at ease with people & able to engage with personnel at a variety of levelsStrong communication skillsGood teamwork skills, effective at working with teachers, support staff and managers to understand and meet their needs |  |

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| **4. Attitude & Motivation** | Interested in learning about best practice in all aspects of the job and able to apply learning to develop new approachesFlexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any timeFlexible approach with regard to all administrative duties asked of you  | Committed to own professional development, able to identify training needs and look for opportunities to meet themWell organised – able to manage a busy workload on own initiative |
| **5. Personal Qualities** | You will be enthusiastic.You will be a patient person who gets on well with others and has a good sense of humour Professional commitment is a strong characterisation of our staff - we will expect you to maintain a low level of absence, a high level of punctuality, and a smart & tidy appearanceAble to comply with the confidentiality requirement s of the postWilling and able to comply with school policies on equal opportunitiesAble to comply with the Safeguarding Children requirements of the post, including successful completion of Criminal Record Bureau & other relevant background checks  | You will have the ability to work under pressure and deal sympathetically and constructively with colleagues who are also working under pressure |