

**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 post  Literate and numerate: GCSE Level for English and Maths  Evidence 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 detail  Excellent knowledge of Microsoft Office, especially Word, Outlook & Excel  Ability to work under pressure  Commitment to safeguard and promote the welfare of children and young people | Experience of working with children and young people  Knowledge and experience of working in a school environment  Basic knowledge of SIMS |
| **3. Communication & Interpersonal Skills** | Good interpersonal skills – at ease with people & able to engage with personnel at a variety of levels  Strong communication skills  Good 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 approaches  Flexible and adaptable in your approach to working in an organisation where unexpected demands can arise at any time  Flexible 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 them  Well 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 appearance  Able to comply with the confidentiality requirement s of the post  Willing and able to comply with school policies on equal opportunities  Able 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 |