



**Personal Specification
Grade 4 Administration Assistant**

The following qualities are all deemed fundamental to the requirements of the post. We will, therefore, be seeking evidence of these in the selection process, which will include the application, interview(s) and references. We are seeking to appoint highly skilled, dynamic, flexible and committed staff with the potential to help us realise our vision and strategic objectives. The appointing panel will, therefore, require sufficient evidence of ability and achievement in each of the following areas in order to make an appointment.

Category	Essential	Desirable	Evidence
Qualifications			
A good standard of secondary education to GCSE level or equivalent and a good standard of literacy and numeracy	✓		Application Form
Knowledge and understanding			
Minimum 2 years' experience in an administrative work setting	✓		Application form
Experience of carrying out a varied range of administrative and business duties	✓		
Able to interpret written and verbal instructions to carry out processes with regular supervision	✓		
Working with a variety of IT systems including word processing, spreadsheet, Teams and database operation	✓		Interview
Able to handle information in accordance with the Data Protection principles, dealing with confidential and sensitive information	✓		References
Commitment to the safeguarding and welfare of all students and providing equality of opportunity	✓		
Skills and attributes			
Good interpersonal and communication skills	✓		Application Form
Good planning, prioritisation and organisational skills	✓		
Can demonstrate efficient collaborative and flexible working	✓		Interview
Ability to identify issues that could impact on service delivery and identify improvements to current processes	✓		References
Able to work independently and as part of a team	✓		
Shows commitment to a supportive, coaching culture	✓		
Able to work closely with colleagues, build strong relationships and engage external stakeholders	✓		
Commitment to ongoing personal and professional development	✓		

Core			
Able to work flexibly including some travel across the geographic coverage of the Trust and occasional evenings, according to the needs of the service	✓		Interview
The post holder will be subject to an enhanced Disclosure & Barring Service check	✓		Pre-employment checks
Prior to confirming an appointment to the Trust, individuals are asked to complete a medical questionnaire in order that the Trusts Occupational Health provider can ascertain their medical fitness for the post	✓		