

	EDMONTON COUNTY SCHOOL WELFARE/ADMIN ASSISTANT
Date	September 2021

PERSON SPECIFICATION

This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Experience of caring and working with young people would be an advantage.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies, students, parents and staff at all levels essential.
- A First Aid qualification is desirable
- Good communication skills both written and oral.
- Good ICT and typing skills – ability to use Word and Excel confidently.
- Ability to work in an organised and efficient manner.
- Willingness to be flexible and to use initiative.
- Ability to work as part of a team.
- The ability to deal with sensitive information discretely and confidentially.