**PERSON SPECIFICATION**

**JOB TITLE: Cover Co-ordinator/Administration Assistant (Grade D)**

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| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge**   * Knowledge of administration and office systems |  |
| **Experience**   * Clerical or administrative experience * Experience of working with Microsoft Office |  |
| **Occupational Skills**   * Computer literate * Good written and verbal communication skills * Good numeracy and literacy skills * Judgemental skills * Problem solving skills * Analytical skills | * Budget management skills |
| **Qualifications**   * Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent | * First Aid Training. |
| **Personal Qualities**   * Attention to detail, neatness and accuracy * Organisational skills * Ability to work successfully in a team * Confidentiality * Ability to work to deadlines and prioritise own workload |  |
| **Other Requirements**   * To be committed to the school’s policy and ethos. * To be committed to Continual Professional Development. * Motivation to work with children and young people. * Ability to form and maintain appropriate relationships and personal boundaries with children and young people. * Enhanced DBS clearance required |  |