**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
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| **Experience*** Clerical or administrative experience
* Experience of working with Microsoft Office
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| **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
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| **Qualifications** * Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent
 | * First Aid Training.
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| **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
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| **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
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