**Person Specification**

**Administration Assistant**

**Note to applicants:**

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Source** column shows how the school will obtain the necessary information about you.

If the **Source** column says the **Application Form** next to an **Essential Criteria** or a **Desirable Criteria**, you **must** include in your application enough information to show how you meet this criteria. You should include examples from your paid work.

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| A = Application |
| I = Interview |
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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework  Willingness to obtain basic first aid certificate as a minimum level. | NVQ 2 in Business Administration or EDCL qualification  First aid certificate | AF  AF / I |
| **Experience** | Experience of using computer packages for word processing, spreadsheets, databases and e-mails  Experience of undertaking a range of administration/clerical tasks, including basic financial tasks and handling cash  Experience of undertaking reception duties and providing high levels of customer care  Experience of team-working to work effectively with others and meet deadlines and goals  Experience of following instructions, procedures and policies |  | AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone  Written communication skills to word process documents, and take accurate messages and pass them on to others  Problem solving skills to interpret information and situations to solve straightforward problems  Organisational skills to prioritise work and complete tasks to deadlines |  | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of data protection and the need to keep information confidential  Understanding why safeguarding is important when working with children and young people |  | AF / I  AF / I |
| **Work circumstances** | To work occasionally out of hours work to support school functions |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**N.B. – Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**