**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 FrameworkWillingness to obtain basic first aid certificate as a minimum level. | NVQ 2 in Business Administration or EDCL qualificationFirst aid certificate | AFAF / 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 cashExperience of undertaking reception duties and providing high levels of customer careExperience of team-working to work effectively with others and meet deadlines and goalsExperience of following instructions, procedures and policies |  | AF / IAF / IAF / IAF / IAF / I |
| **Skills & Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephoneWritten communication skills to word process documents, and take accurate messages and pass them on to othersProblem solving skills to interpret information and situations to solve straightforward problemsOrganisational skills to prioritise work and complete tasks to deadlines |  | AF / IAF / IAF / IAF / I |
| **Knowledge** | Understanding of data protection and the need to keep information confidentialUnderstanding why safeguarding is important when working with children and young people |  | AF / IAF / 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**