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**CHILDREN’S SERVICES**

**PERSON SPECIFICATION**

**POST TITLE:** Administrative Assistant – Level 2

**GRADE:** Band 4 SCP 6 Term time only

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|  | **ESSENTIAL** | **DESIRABLE** | METHOD OF ASSESSMENT |
| **Educational Attainment** | * NVQ 2 or equivalent qualification or experience in relevant role. * Good numeracy and literacy skills | * NVQ 2 Literacy and numeracy or an equivalent qualification | * Application Form * Test may be used to assess literacy and numeracy skills |
| **Work Experience** | * Experience of general clerical/administrative/ financial work | * Administrative and clerical experience gained in school or educational establishment * Experience of an IT based administration system | * Application Form |
| **Knowledge/**  **Skills/**  **Aptitudes** | * Ability to use IT effectively * Good keyboard skills * Knowledge of relevant policies/codes of practice and awareness of relevant legislation * Ability to relate to children and adults * Ability to work as a member of a team | * Effective planning and time management skills | * Application Form * Interview |
| **Disposition** | * Flexible in working arrangements * Willingness to undertake training and development * Ability to relate well to children and adults * Team player * Ability to learn from self-evaluation * Committed to the principles of equality and diversity |  | * Interview |
| **Circumstances** | * Enhanced DBS |  | * Enhanced DBS |