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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
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| **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
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| **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
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| **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
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| **Circumstances** | * Enhanced DBS
 |  | * Enhanced DBS
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