



Many Minds One Heart

Northfield School & Sports College

Person Specification

Job Title: Administrative Assistant
Responsible To: Office Manager
Grade: G (point 9 - 12)

1. Qualifications and Training	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none">GCSE grades A-C (or equivalent) English & Mathematics OR NVQ₃ or equivalent qualification in relevant discipline, e.g. Business Administration Level 3, OR appropriate experience	E	Application Form/Interview/ Written Reference
<ul style="list-style-type: none">Willingness to participate in training and development opportunities	E	
2. Experience	Essential/Desirable	Source of Evidence
<ul style="list-style-type: none">Experience of managing and operation of administrative systems	E	Application Form/Interview/Written Reference
<ul style="list-style-type: none">Experience of working in a school environment	D	
<ul style="list-style-type: none">Payroll/finance experience	D	

3. Professional Skills / Knowledge	Essential/Desirable	Source of Evidence
• Good numeracy/literacy skills	E	Application Form/Interview/Written Reference
• Effective use of ICT and other specialist equipment/resources	E	
• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	
• Ability to relate well to children and adults	E	
• Very good communication skills	E	
• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E	
• Ability to self-evaluate learning needs and actively seek learning opportunities	E	
• Analytical and problem solving skills	D	
4. Personal Attributes	Essential/Desirable	Source of Evidence
• Friendly and approachable manner	E	Application Form/Interview/Selection Activity/Written Reference
• Self motivated	E	
• Flexible	E	
• Professional approach	E	
• A commitment to working as part of the whole school team and supporting the vision and ethos of the school	E	
Able to demonstrate a commitment to:		
• Equal opportunity for all school users	E	
• Encouraging children to develop self-esteem and tolerance of others	E	
• Furthering your own professional knowledge, skills and experience	E	

5. Safeguarding Children	Essential/Desirable	Source of Evidence
• Able to form and maintain appropriate relationships and personal boundaries with children	E	Written Reference/Formal Interview
• Has appropriate motivation to work with children and young people	E	
• Has the ability to maintain appropriate relationships and personal boundaries with children and young people	E	
• Has emotional resilience in working with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline	E	
• Demonstrate commitment to safeguarding and promoting the welfare of children and young people in accordance with the DfE statutory guidance Keeping children safe in education	E	