

Person Specification

Administrative Assistant (Level 2) Secondary, Grade 5 (SCP 6-7)

	Essential	Desirable
Qualifications	➤ Good standard level of education ➤ 5 GCSE's or equivalent, including English and Maths ➤ NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification	➤ First Aid qualification
Work or relevant experience	➤ General clerical/administrative work ➤ Computer/keyboard skills	➤ Experience of working in an educational setting or other relevant environment ➤ Ability to take notes
Knowledge and Understanding	➤ Good numeracy and literacy skills	
Skills and Abilities (relevant to post)	➤ Willingness to participate in training and development opportunities ➤ Good ICT skills ➤ Sufficiently fluent in spoken English to ensure effective performance in the role	
Personal Qualities	➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality	
Special Conditions	➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	