

# Person Specification

## School Administration Assistant 2

South Shore Academy

Salary: NJC Pay Scale Grade C 5-6

Reporting to: School Administration Manager

Deployed by: Head of School

Prepared by:	Neil Kay	Approved by:	Laura Wright-Dixon
Prepared on:	14/04/2025	Approved on:	21/04/2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	South Shore Academy
Reviewed on:	15/04/2025	Applicable Terms	The Green Book

Selection decisions will be based on the criteria outlined in this person specification. At each stage of the recruitment process, the appointment panel will assess the extent to which candidates meet the criteria and demonstrate their ability to carry out the duties set out in the job description.

Candidates who do not meet all of the essential criteria will not be considered for appointment.

A range of assessment methods will be used to determine each candidate's suitability for the role. These may include (but are not limited to) the application form, supporting statement, interview tasks, formal interview, and references.

The successful applicant will be required to safeguard and promote the welfare of children and young people, and must demonstrate this commitment throughout the recruitment process and in their day-to-day work.

### [A] Qualifications

	Qualification requirements	Essential/ Desirable
A1	National qualification at level 2, GCSEs including English & Mathematics Level 4 (Grade C) or above.	E
A2	A willingness to access additional training and development, including qualifications if appropriate.	E

### [B] Experience

		Essential/ Desirable
B1	Experience of working with an education management information system.	E
B2	Experience of maintaining accurate computerised records and systems including inputting to and maintaining data systems	E
B3	Evidence of success in building and developing positive working relationships.	E
B4	Experience of dealing with the public either in person or over the phone	E





## [C] Knowledge, Skills & Abilities

		Essential/ Desirable
C1	Knowledge of SIMs or similar education MIS and financial systems.	E
C2	Computer literate, knowledge of word processing and spreadsheets essential.	E
C3	Self-motivation and drive to complete the tasks to the required timescales and quality.	E
C4	Flexibility to adapt to changing workload demands.	E
C5	Very good oral and written communication skills.	E
C6	Ability to develop and maintain good relationships with a wide range of people, from parents and pupils to colleagues and outside agencies.	E
C7	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	E

## [D] Other/ Personal Qualities

		Essential/ Desirable
D1	Strong moral purpose and drive for improvement	E
D2	Mission-aligned and values-led	E
D3	Motivated, enthusiastic, and flexible	E
D4	Humble, kind, and resilient	E
D5	Excellent interpersonal skills	E
D6	Ability to give, receive and act on feedback	E
D7	Strong attention to detail and clarity	E
D8	Ability to work under pressure	E

## [E] Safeguarding

		Essential/ Desirable
E1	Displays commitment to the protection and safeguarding of children and young people	E
E2	The ability to form and maintain appropriate relationships and personal boundaries with young people	E
E3	Has up to date knowledge and understanding of relevant legislation and guidance in relation to working with and protection of children and young people	E
E4	Will cooperate and work with relevant agencies to protect young people	E

## [F] Confidential References

F1	Positive recommendation from all referees, including current employer	E
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## [G] Application Form and Supporting Statement

Applications will only be accepted when using a Cidari online application form through the designated recruitment platform. The supporting letter/ statement must be submitted as a PDF with a font size no smaller than 11pts and limited to 3 pages. It should be clear, concise and related to the job description and person specification. It should have particular reference to your own experience explaining how as an associate member of staff you will motivate and work with others to create and sustain a school vision and positive ethos that will also add value to the development of wider Trust.