**Person Specification**

**Post: Administration Assistant**

**Programme Area: Children & Young Peoples Services Service: Schools**

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| --- | --- | --- | --- | --- | --- |
|  | Personal Skills Characteristics | Essential | Desirable | Method of Assessment | Shortlisting Criteria |
| 1.  1a  1b  1c  1d | Experience  At least 2 years experience of working within a busy office environment with some financial background.  Recent experience of handling, accurately recording, counting and banking of cash and cheques.  Organisational skills and experience of servicing meetings, including minute or note taking.  The use of various Microsoft Computer packages, internet and email. | ✓  ✓ | ✓  ✓ | AF/R  AF/I  AF/I  AF/I | ✓  ✓ |
| 2.  2a  2b  2c | Qualifications and Training  G.C.S.E. or equivalent in Maths and English at Grade C or above.  Educated to at least NVQ level 4 or equivalent qualification or at least 3 years administration experience within an educational setting.  Evidence of relevant training and/or professional development. | ✓  ✓ | ✓ | AF/CQ  AF/CQ  AF/I/CQ | ✓  ✓ |
| 3.  3a  3b  3c  3d  3e  3f  3g  3h | Special Skills and Knowledge  Awareness of child protection and health and safety practices and procedures.  Ability to exercise initiative, work independently and take responsibility for managing your own time and workload.  Ability to work flexibly.  Ability to work effectively in a team and to work with individuals, institutions and organisations.  A knowledge and proven ability to use Microsoft Office, communicate information in a clear and logical manner, and the ability to meet deadlines whilst maintaining attention to detail and accuracy.  Ability to relate well with children and adults.  Working knowledge of the Arbor package and other education based systems.  Current first aid qualification. | ✓  ✓  ✓  ✓  ✓  ✓ | ✓  ✓ | AF/I  AF/I/R  AF/I  AF/I/R  AF/I/R  AF/I/R  AF/I  AF/CQ | ✓  ✓  ✓  ✓  ✓  ✓ |
| 4.  4a  4b  4c | Personal Qualities  An understanding of and commitment to equal opportunities issues both within the workplace and the community in general.  A commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults.  Conscientious, honest and reliable and trustworthy, must be able to deal with issues of a sensitive and confidential nature. | ✓  ✓  ✓ |  | I  I  AF/I/R | ✓ |
|  | Personal Skills Characteristics | Essential | Desirable | Method of Assessment | Shortlisting Criteria |
| 5.  5a  5b | Personal Circumstances  A criminal records check at enhanced level.  Exempt from the Rehabilitation of Offenders Act, 1974. (All spent convictions to be declared.) | ✓  ✓ |  | DBS  AF | ✓ |
| 6.  6a  6b | Physical Requirements  No serious health problem which is likely to impact upon job performance (that is, one that cannot be accommodated by reasonable adjustments).  Good sickness/attendance record in current/previous employment, college or school as appropriate (not including absences resulting from disability) | ✓  ✓ |  | I/R  I/R |  |

Key: AF - Application Form I - Interview R - References

CQ – Certificate of Qualification DBS – Disclosure Barring Service