



PERSON SPECIFICATION

SENIOR ADMINISTRATIVE ASSISTANT - LEARNING SUPPORT

	Essential	Desirable	Assessment Method
Training and Qualifications	<ul style="list-style-type: none"> • Education to GCSE/O level standard, including a pass at Grade C or above in English 		<ul style="list-style-type: none"> • Application form • Qualification certificates
Experience	<ul style="list-style-type: none"> • Experience of undertaking a wide range of general administrative work in previous paid employment 	<ul style="list-style-type: none"> • Previous role in educational establishment • Experience of working with SEN procedures 	<ul style="list-style-type: none"> • Application form • Interview • References
Skills	<ul style="list-style-type: none"> • Good communication and interpersonal skills • To be competent with a computer and use of the MS Office package - particularly Word, Excel and Outlook (email) 	<ul style="list-style-type: none"> • Hold the European Computer Driving Licence (ECDL) • Experience of SIMs computer system 	<ul style="list-style-type: none"> • Application form • References
Personal Qualities	<ul style="list-style-type: none"> • Ability to maintain confidentiality • Patience and a calm approach • Ability to work on his/her own initiative and as part of a team • Display commitment to protection and safe guarding of children and young people 		<ul style="list-style-type: none"> • Interview • References
Other	<ul style="list-style-type: none"> • To be willing to undertake training as necessary for the successful completion of the role 		<ul style="list-style-type: none"> • Application Form • Interview