

**PERSON SPECIFICATION & ELIGIBILITY CRITERIA FOR THE POST OF
ADMINISTRATION ASSISTANT**

	CRITERIA	ESSENTIAL/ DESIRABLE	CRITERIA WILL BE MEASURED
A. <u>Education, Training and Work Experience</u>	To have experience of School or other Budget Administration.	E	A
	At least NVQ Level 2 or equivalent in a relevant discipline.	E	A
	To have English/Maths minimum GCSE or equivalent.	D	A
	To have evidence of continuing professional development.	E	A
	To have experience of undertaking a range of admin duties, including data input and retrieval.	E	A
	To have experience of dealing with large workloads with the ability to multi task.	E	A
	To have experience of Excel, Word, Outlook/E-mail and databases.	E	A
	To have worked as an Administration Assistant in a mainstream or special school.	D	A
B. <u>Skills and abilities</u>	The ability to:		
	➤ Input, organise and present computerised data to support school management.	E	A/I
	➤ Maintain efficient record keeping systems.	E	A/I
	➤ Problem solve efficiently.	E	A/I
	➤ Communicate effectively with staff, parents, governors, the community and relevant external agencies.	E	A/I
		E	A/I

	<ul style="list-style-type: none"> ➤ Relate to and work with others as a member of a team. ➤ Show sensitivity and objectivity in dealing with confidential issues. ➤ Prioritise work, sometimes in a stressful environment to meet deadlines. ➤ Adapt to change. <p>To demonstrate a practical understanding of the use of school information systems: SIMS, FMS.</p> <p>To be proficient in word processing and the use of Microsoft Word and other word processing packages.</p> <p>To be able to use a range of ICT packages.</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>	<p>A/I</p> <p>A/I</p> <p>A/I</p> <p>A / I</p> <p>A/I</p> <p>A / I</p>
<u>D.Knowledge and Understanding</u>	<p>Demonstrate an understanding of electronic data exchange.</p> <p>Demonstrate an understanding of confidentiality in relation to personal and financial information.</p> <p>Demonstrate an understanding of data protection and copyright legislation.</p>	<p>E</p> <p>E</p> <p>D</p>	<p>A / I</p> <p>A / I</p> <p>A / I</p>

E. <u>Personal Qualities</u>	<p>Strong interpersonal skills, in particular the ability to relate well to children and adults.</p> <p>The ability to be an example of good practice reflecting the policies of the Governing Body.</p> <p>Demonstrate a high standard of professionalism and self-discipline.</p> <p>Demonstrate an ability to build and maintain professional relationships</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>I</p>
F. <u>Approach to work</u>	<p>Demonstrates a flexible attitude towards day-to-day tasks</p> <p>Demonstrates a commitment to high quality and high standards.</p> <p>Demonstrates an ability to use initiative.</p> <p>Demonstrates a commitment to equal opportunity.</p> <p>Willingness to undertake relevant training.</p> <p>This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>I</p> <p>I</p> <p>A / I</p> <p>A/I</p> <p>A/I</p>
G. <u>Other Circumstances</u>	<p>An ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>	<p>E</p>	<p>I</p>
Prepared March 2018.			<p>A = Application Form I = Interview</p>