

Person Specification

Administrative Assistant (Level 2) - Grade 5 (SCP 5-6)

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ➤ Good standard level of education ➤ 5 GCSEs or equivalent, including English and Maths 	<ul style="list-style-type: none"> ➤ NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification
Work or relevant experience	<ul style="list-style-type: none"> ➤ General clerical/administrative work ➤ Computer/keyboard skills 	<ul style="list-style-type: none"> ➤ Experience of working in an educational setting or other relevant environment ➤ Understanding of Customer Service Skills
Knowledge and Understanding	<ul style="list-style-type: none"> ➤ Good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ 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	<ul style="list-style-type: none"> ➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	