Administrative Assistant Person specification



(E- Essential D- Desirable)

|  |  |  |  |
| --- | --- | --- | --- |
| General heading | Detail | E/  D | Examples |
| **Qualifications & Experience** | Specific qualifications & experience | E | Successful experience working in an office in an administrative role |
| D | Educated to NVQ Level 2 or equivalent |
| Knowledge of relevant policies and procedures | D | Basic knowledge of First Aid and understanding of the School policies & procedures/Paediatric Frist Aid qualified |
| Literacy | E | Good reading and writing skills (National qualification Grade C or equivalent ) |
| Numeracy | E | Good numeracy skills (National qualification Grade C or equivalent ) |
| Technology | E | Knowledge of basic ICT to support learning.  Good keyboard skills. |
| **Communication** | Written | D | Ability to read, write & understand basic reports |
| Verbal | E | Ability to communicate information clearly and coherently; ability to listen effectively |
| Accuracy | E | Ability to complete work to a high standard of accuracy and presentation. |
| Language | E | Overcome communication barriers with children and adults |
| **Working with others** | Working in partnership  Teamwork | E | Understand and value the role of parents and carers in supporting children |
| E | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
|  | E | Understand the role of others working in and with the school |
| Relationships | E | Ability to work effectively and positively with a range of adults |
| Organisational skills | E | Good organisational skills  Ability to remain calm under pressure |
| Responsibilities | Support | E | Ability to support the work of volunteers and other assistants in the classroom |
| Time management | E | Ability to manage own time effectively and ability to organise and prioritise workload to achieve deadlines. |
| Problem Solving | E | Demonstrate a positive, solution focused approach to resolve routine problems independently |
| Health & Safety | E | Basic understanding of Health & Safety |
| General | Child Protection | E | Understand and implement child protection procedures |
| Confidentiality/Data Protection | D | Understand procedures and legislation relating to confidentiality and implement them |
| CPD | E | Be prepared to develop and learn in the role |
| Performance Management | E | Participate in annual performance appraisal constructively and positively |