**Person Specification:** Administration – Level 1

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * NVQ 2 and/or a good standard of GCSEs including English & maths * Current First Aid Certificate |
| **EXPERIENCE** | * Some knowledge of administration and office systems. |
| **SKILLS AND ABILITIES** | * Ability to communicate effectively with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Literacy and numeracy skills – including being able to compose a letter and proof read documents * Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows including basic spreadsheet/database and publisher and accurately input information, once training has been provided. * Ability to work to deadlines * Ability to interact courteously and confidently with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers, visitors. * Confidence and ability to ask questions relating to achieving the task. * Confident telephone manner and ability to write down accurate messages. * Good organisational skills * Ability to use a filing system, once training has been provided. * Ability to take accurate notes of meetings – experience could have been gained through school or college lecture notes. * Ability to retain and use a range of new information. * Ability to work confidentially, keeping work-related issues and discussions in the workplace. * Willingness to attend training courses which help you in your current role and develop your potential for other roles. |
| **KNOWLEDGE** | * Requires knowledge of a range of administrative support tasks and office and related school procedures and systems. * Awareness of equalities and diversity issues – respecting the needs and views of other people. * Understanding of health and safety issues within the workplace, once these have been explained. |