**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
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| **EXPERIENCE** | * Some knowledge of administration and office systems.
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| **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.
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| **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.
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