

PERSON SPECIFICATION

POST: Administrative Assistant Level 3

SCHOOL:

Sir Charles Parsons

REF:
ED/G/4857E

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1 SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> ♦ Excellent written and oral communication skills. ♦ Excellent numeracy/literacy skills. ♦ Excellent ICT skills and ability to use them effectively. ♦ Able to use other equipment/technology – fax, photocopier, etc. ♦ Able to work effectively on their own and as part of a team. 	<ul style="list-style-type: none"> ♦ Understanding of office/reception roles and responsibilities. ♦ Knowledge of SIMS school management software. ♦ Awareness of confidentiality in all aspects of work. ♦ Ability to work under pressure. ♦ Sense of humour. 	<p>Interview Application form References</p>
2 QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ♦ Training in IT Programmes e.g Microsoft Word, Excel Etc. 	<ul style="list-style-type: none"> ♦ IT or CLAIT qualification or equivalent. 	<p>Application form Certificates Interview</p>

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3 EXPERIENCE	<ul style="list-style-type: none"> ◆ Working in a busy office and reception environment. ◆ Managing data and files. ◆ Use of office equipment e.g. photocopier, fax. ◆ Handling money, and keeping relevant accounts 		Application form Interview References
4 DISPOSITION	<ul style="list-style-type: none"> ◆ Able to relate well to children and adults. ◆ Able to work with minimal supervision. ◆ Able to respond effectively to problems. ◆ Good team worker with a flexible approach to work. 		Interview References
5 SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ◆ No adverse criminal record. 		Form E Interview