

## Person Specification

**Job Title:** Administrative Assistant

**Information for Applicants:** The Person Specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You match your own skills, experience, and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. Disabled people will be offered an interview where they meet the Essential Criteria alone.

### Method of Testing

**1 = Application Form   2 = Interview   3 = Assessment Tests**

### Weighting of Criterion

**1 = Low Importance   2 = Medium Importance   3 = High Importance**

<u>Key Competencies and Behaviours</u>	<u>How Measured</u> 1 - 3	<u>Weighting of Criterion</u> 1 - 3
<b>1. Skills and Abilities – Essential</b>		
• Ability to work flexibly and meet the demands of the service	1,2	3
• Ability to communicate clearly at all levels	1,2,3	3
• Good ICT skills	1,2,3	2
• Ability to manage time and workload efficiently and to work within deadlines set	1,2	3
• Ability to work as part of a team	1,2	3
• Ability to liaise with all levels of personnel	1,2	3
• Ability to keep all student and staff matters confidential	1,2	3
<b>2. Special Knowledge – Essential</b>		
• Knowledge of using Word, Excel and other relevant computer programmes	1,2,3	2,3
• Knowledge of using SIMS and Parentmail +Pay	1,2,3	2,3
<b>3. Experience – Essential</b>		
• Experience of working under pressure and meeting deadlines	2	2
<b>3. Experience - Desirable</b>		
• Experience of working with children	1,2	2
• Previous experience in an administrative / financial role	1,2	2
<b>4. Other Requirements – Essential</b>		
• High level of energy and enthusiasm	2	2