PERSON SPECIFICATION

Job Title: LEVEL B – ADMINISTRATION (Primary)

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|  | **Selection Criteria**  **Essential** | **Selection Criteria**  **Desirable** | **How Assessed** |
| **Education & Qualifications** | Literacy and Numeracy skills equivalent to Level 2 of the National Qualification & Credit Framework  Willingness to obtain basic first aid certificate | NVQ 2 in Business Administration or EDCL qualification  First aid certificate | AF  AF / I |
| **Experience** | Experience of using computer packages for word processing, spreadsheets, databases, e-mails and researching information  Experience of undertaking a wide range of office based administration and clerical tasks, including financial procedures and responsibilities  Experience of handling cash  Experience of undertaking reception duties and providing high levels of customer care  Experience of team-working to work effectively with others and meet deadlines and goals  Experience of following instructions, procedures and policies |  | AF / I  AF / I  AF / I  AF / I  AF / I  AF / I |
| **Skills & Abilities** | Communication skills to deliver polite, courteous and efficient customer service, in person and over the telephone  Written communication skills to take accurate messages, passing them on to others and to take accurate minutes  Initiative to respond to unexpected problems using recognised procedures and policies as a guide  Organisational skills to work under pressure to complete tasks to deadlines, re-prioritising own work-load if necessary |  | AF / I  AF / I  AF / I  AF / I |
| **Knowledge** | Understanding of data protection and the need to keep information confidential  Understanding why safeguarding is important when working with children and young people |  | AF / I  AF / I |
| **Work circumstances** | To work occasionally out of hours work to support school functions |  | I |

*Abbreviations:* AF = Application Form; I = Interview.

**N.B. – Any candidate with a disability who meets the**

**essential criteria will be guaranteed an interview**