



Person Specification

JOB TITLE:	Administration Assistant
DATE:	September 2021
STATUS:	Version 1.0

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. A good general education demonstrating numeracy and literacy.	E	✓		✓	
2. Knowledge of how to protect personal data	E	✓		✓	
3. Awareness and understanding of corporate procedures (e.g. financial, governance and/or HR)	E	✓		✓	
4. NVQ level 3 in business administration or equivalent	D	✓			
Experience					
5. Experience in a similar role covering a range of administrative duties.	E	✓		✓	✓
6. Dealing with customer enquires both on the telephone or face to face	E	✓		✓	
7. Experience of maintaining filing systems	D	✓		✓	
8. Previous experience of note taking	D	✓		✓	
9. Experience of working in a school or educational environment	D	✓		✓	
Skills and competencies					
10. Proactive approach to prioritising workload	E	✓	✓	✓	
11. Excellent organisational skills	E	✓		✓	

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12. Effective verbal and written communication skills to suit a variety of audiences	E	✓	✓	✓	
13. Able to follow instructions and procedures and work independently on own initiative.	E	✓		✓	
14. Excellent IT skills including MS Office applications.	E	✓	✓		
15. Able to present information in a variety of written styles and formats with attention to detail.	E	✓	✓		
16. Builds relationships quickly and as appropriate	E	✓		✓	
17. Works in a systematic and orderly manner	E	✓	✓	✓	
18. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓		✓	
19. Ability to work to a brief to achieve set objectives	E	✓		✓	
20. Flexible and cooperative attitude	E			✓	
21. Ability to safeguard and promote the welfare of children.	E	✓		✓	✓
Other					
22. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role.	E	✓		✓	✓
23. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role.	E				✓
24. Able and willing to accommodate occasional evening work.	E				✓
25. Able and willing to travel between sites in Newcastle.	E				✓