

JOB TITLE:	Administrative Assistant Level 3
DATE:	June 2021
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Good level of administrative skills	E	✓	✓	✓	✓
2. Good education background, including high grade of English and Maths	E	✓	✓	✓	✓
3. IT Qualification	D	✓	✓		
4. Admin Qualification	D	✓	✓		
5. Computer literate	E	✓	✓		
6. First Aid qualification	D			✓	
Experience					
7. Experience in dealing with the public, face to face and telephone	E	✓		✓	
8. School office experience	D	✓		✓	
9. Experience in using SIMS	D	✓			
10. Experience in using all types of office equipment	E	✓		✓	
11. Experience in using various software packages	E	✓		✓	
12. Reception experience	D	✓		✓	
13. Experience of minute taking	D	✓	✓	✓	
14. Experience of using databases	E	✓	✓	✓	
15. Finance experience	D	✓		✓	
Skills and competencies					
16. Worked in educational background	D	✓			
17. Able to carry out stock checks	D			✓	
18. Able to prioritise workloads	E		✓	✓	
19. Excellent level of communication skills	E			✓	

20. Excellent level of telephone skills	E			✓	
21. Excellent organisational skills	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. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	