



Person Specification

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|-------------------|---------------------------------|
| JOB TITLE: | Administrative Assistant |
| DATE: | January 2024 |
| STATUS: | Final |

| Criteria | Essential/ Desirable | Application | Tasks | Interview | Vetting Checks |
|---|-------------------------|-------------|-------|-----------|----------------|
| Knowledge and qualifications | | | | | |
| 1. NVQ Level 2 in English and Maths or equivalent experience in relevant discipline/role. | E | ✓ | | ✓ | ✓ |
| 2. Working knowledge of relevant policies, codes of practice and legislation. | E | ✓ | | ✓ | |
| 3. Knowledge of protecting personal data. | D | ✓ | | ✓ | |
| Experience | | | | | |
| 4. Experience of developing, managing and operating administrative systems. | D | ✓ | | ✓ | |
| 5. Experience of ICT and other specialist equipment or resources. | E | ✓ | | ✓ | |
| 6. Experience in a similar role with administrative duties. | E | ✓ | | ✓ | |
| 7. Dealing with enquiries both by telephone and face to face. | E | ✓ | | ✓ | |
| Skills and competencies | | | | | |
| 8. Ability to safeguard and promote the welfare of children including motivation to work with children, forming and maintaining appropriate relationships | E | ✓ | | ✓ | |

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| and personal boundaries with children and young people, emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline | | | | | |
| 9. Ability to develop positive relationships with children and their families, and relate well to their needs. | E | ✓ | | ✓ | |
| 10. Able to form positive working relationships with other staff and following instructions to meet deadlines. | E | ✓ | | ✓ | |
| 11. Able to communicate clearly and accurately both verbally and written. | E | ✓ | | ✓ | |
| 12. Proactive approach to prioritising and organising workload. | E | ✓ | | ✓ | |
| 13. Able to present information in a variety of written styles and formats with attention to detail. | E | ✓ | | ✓ | |
| 14. Ability to self-evaluate learning needs and actively seek learning opportunities | E | ✓ | | ✓ | |
| Other | | | | | |
| 15. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role. | E | ✓ | | | ✓ |
| 16. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role. | E | | | | ✓ |
| 17. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible. | E | ✓ | ✓ | ✓ | |