

Person Specification

JOB TITLE:	Administration Assistant
DATE:	April 2024
STATUS:	Final

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	D	✓		✓	
3. Basic awareness of corporate procedures (e.g. financial, governance and/or HR)	D	✓		✓	
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	D	✓		✓	
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	✓		✓	
10. Experience with SIMS and PSF	D	✓		✓	
11. Experience of Financial Management Systems	D	✓			
Skills and competencies					

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



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