



Person Specification

Administration Assistant

	Qualifications and Experience	Method of assessment
Essential	Experience of working in a busy reception area.	Application form / Interview
	Excellent ICT skills.	Application form / Interview
	Experience of supporting staff and external agencies.	Application form / Interview
	Excellent numeracy/literacy skills.	Application form / Interview
	Experience of providing administrative support.	Application form / Interview
	Maintaining records and data.	Application form/ Interview
Desirable	Experience of child protection procedures and commitment to safeguarding pupils.	Interview
	NVQ or other equivalent qualification in relevant discipline.	Application form

	Knowledge and Skills	Method of assessment
Essential	Knowledge and experience of school reception areas.	Application form / Interview
	Ability to relate well to children and adults and key partners.	Interview
	Excellent communication skills both verbally and in writing.	Interview
	Ability to self-evaluate learning needs and actively seek learning opportunities.	Interview
	Ability to work constructively and flexibly as part of a team.	Application form/ Interview
	An ability to establish and develop positive relationships throughout the school.	Interview
	An ability to take ownership of problems and find solutions accordingly.	Application form/ Interview
	Effective time management skills.	Interview