

# PERSON SPECIFICATION

**TITLE** Administration Assistant

**SCHOOL** Willand School

**GRADE** Grade B (Spinal Points 2-3)

Category	Requirements	Essential/ Desirable	Method of Assessment <sup>1</sup>
Education/Training	GCSE Grade 9-5 English and Mathematics	Essential	A
	Requirement to participate in training/development as/when identified by line manager as essential for performance of the post	Essential	A, I
	Willingness to participate in other development and training opportunities	Essential	A, I
Experience	Work as a Receptionist/Administrator	Desirable	A, I
Skills/Abilities	Accuracy and attention to detail	Essential	A, I
	Excellent organisational skills	Essential	A, I
	Adaptive approach to work	Essential	A, I
	Effective verbal communication skills for a wide range of stakeholders	Essential	A, I
Personal Qualities	Approachable manner	Essential	A, I
	Good team player	Essential	A, I
	Maintain confidentiality	Essential	A, I
	Ability to cope under pressure	Essential	A, I
Technology/IT	Knowledge of Word/Excel	Essential	A, I
	Knowledge of Office 365	Desirable	A, I
	Knowledge of SIMS	Desirable	A, I
Safeguarding	In addition to the candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including: - <ul style="list-style-type: none"> <li>• Motivation to work with children and young people;</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people;</li> <li>• Emotional resilience in working with challenging behaviours</li> <li>• Attitudes to use of authority and maintaining discipline.</li> </ul>	Essential	I
Pre Appointment Checks	An offer of appointment will be conditional upon: <ul style="list-style-type: none"> <li>• receipt of two satisfactory references</li> <li>• verification of identity</li> <li>• satisfactory DBS Disclosure</li> <li>• check of DfE List 99</li> <li>• verification of candidate's medical fitness</li> <li>• verification of qualifications (if appropriate)</li> </ul>	Essential	

<sup>1</sup> Key for Method of Assessment:  
A – Application I – Interview