

PERSON SPECIFICATION

POST: Administration Assistant Level 3

SCHOOL: North Gosforth Academy

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. SKILLS, KNOWLEDGE AND APPTITUDES	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills • Excellent ICT/Microsoft Office skills • Ability to work to deadlines, prioritise and deal with a varying workload • Able to work on own initiative and as part of a team 	<ul style="list-style-type: none"> • Ability to design/contribute to the maintenance of websites • Cash handling • Ability to work without supervision • First Aid 	Interview Application form References
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • GCSE level qualifications or equivalent in Maths and English at Grade C/4 or above 		Application form Interview References Sight of Certificates
3. EXPERIENCE	<ul style="list-style-type: none"> • Experience of dealing with people both face to face and over the telephone • Ability to prioritise workload 	<ul style="list-style-type: none"> • Experience of using database packages • Experience using SIMs • Experience of using Adobe InDesign or similar • Experience in an educational environment 	Application form Interview References
4. PERSONAL QUALITIES	<ul style="list-style-type: none"> • Ability to deal confidently with a wide range of clients • Ability to cope under pressure in a controlled, effective, efficient and friendly manner • Ability to relate well to colleagues, staff and students • Team player with initiative • Ability to form and maintain appropriate relationships and personal boundaries with students • Ability to demonstrate a conscientious and flexible approach 	<ul style="list-style-type: none"> • Interest in, and commitment to the whole school as a community. 	Interview
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Satisfactory Enhanced clearance with the Disclosure and Barring Service • Occupational Health clearance 	<ul style="list-style-type: none"> • Willingness to undertake further training if necessary 	Interview References DBS clearance form