

PERSON SPECIFICATION

JOB TITLE: Admin Assistant

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
1. EXPERIENCE, direct work experience, other relevant experience. W =			
General clerical / administrative work.		A/I	
		A/I	
2. KNOWLEDGE, without which the job cannot be done effectively. W =			
Appropriate knowledge of first aid.		A/I	
Good understanding and ability to use relevant technology e.g. photocopier.		A/I/T	
		A/I	
3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train. W =			
Keyboard / computer skills.		A/I	
Participate in development and training opportunities.		A/I	
Ability to relate well to children and adults.		A/I	
Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.		A/I	
		A/I	
4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given. W =			
Induction / basic skills.		A/I	
Good numeracy / literacy skills.		A/I	
		A/I	
5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition. W =			
		A/I	
		A/I	
6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc. W =		A/I	
CONTRA INDICATIONS, if any W =			
		A/I	