

**WALBOTTLE CAMPUS  
PERSON SPECIFICATION**

**Post : Administrative Assistant Level 2 Grade N3**

<b>Factor</b>	<b>Essential</b>	<b>Desirable</b>	<b>Means of Assessment</b>
<b>1. SKILLS, KNOWLEDGE AND APPITUDES</b>	<ul style="list-style-type: none"> <li>➤ Good organisational skills</li> <li>➤ Effective communicator</li> <li>➤ Good time management</li> <li>➤ Excellent IT skills</li> <li>➤ Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>➤</li> <li>➤</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> <li>➤ Interview</li> <li>➤ Reference</li> </ul>
<b>2. QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>➤ Educated to GCSE level or equivalent in English and Maths</li> <li>➤ Recognised qualification of RSA II word processing/ECDL or equivalent</li> <li>➤ Ability to use spreadsheets and databases</li> </ul>	<ul style="list-style-type: none"> <li>➤ SIMS trained</li> <li>➤ Evidence of recent relevant training</li> <li>➤ Educated to Level 3 in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> </ul>
<b>3. EXPERIENCE</b>	<ul style="list-style-type: none"> <li>➤ Work within an office environment</li> </ul>	<ul style="list-style-type: none"> <li>➤ Work in schools or LEA administration</li> </ul>	<ul style="list-style-type: none"> <li>➤ Letter of Application</li> <li>➤ Application Form</li> </ul>
<b>4. DISPOSITION</b>	<ul style="list-style-type: none"> <li>➤ Ability to work as part of a team</li> <li>➤ Ability to manage varied workload within specific timescales</li> <li>➤ Good attendance record</li> <li>➤ Able to communicate effectively with other staff, parents and visitors to the school</li> </ul>	<ul style="list-style-type: none"> <li>➤ Evidence of outside interests</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application Form</li> <li>➤ References</li> <li>➤ Interview</li> </ul>
<b>5. SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>➤ Willingness to work flexible hours to meet the seasonal demands of the post</li> </ul>	<ul style="list-style-type: none"> <li>➤ Willingness to work overtime as needs require it</li> </ul>	<ul style="list-style-type: none"> <li>➤ Interview</li> <li>➤ Letter of Application</li> </ul>