

**WALBOTTLE CAMPUS
PERSON SPECIFICATION**

Post : Administrative Assistant Data Exams Grade N4

Factor	Essential	Desirable	Means of Assessment
1. SKILLS, KNOWLEDGE AND APPITUDES	<ul style="list-style-type: none"> ➤ Excellent organisational skills ➤ Effective communication and interpersonal skills. ➤ Good numerical and analytical skills ➤ Good time management ➤ Self motivated and enthusiastic ➤ logical and systematic in work processes ➤ IT skills ➤ Attention to detail 		<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form ➤ Interview ➤ Reference
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> ➤ Educated to GCSE level or equivalent in English and Maths ➤ Recognised qualification of RSA II word processing/ECDL or equivalent ➤ Ability to use spreadsheets and databases 	<ul style="list-style-type: none"> ➤ SIMS trained ➤ Evidence of recent relevant training ➤ Educated to Level 3 in a relevant subject 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
3. EXPERIENCE	<ul style="list-style-type: none"> ➤ Working as part of a team ➤ Working with database packages ➤ Managing staff 	<ul style="list-style-type: none"> ➤ Evidence of working with all levels of staff ➤ Use of SIMS or similar database management 	<ul style="list-style-type: none"> ➤ Letter of Application ➤ Application Form
4. DISPOSITION	<ul style="list-style-type: none"> ➤ Ability to work as part of a team ➤ Ability to manage a high value of workload ➤ Ability to prioritise own workload ➤ Ability to work under pressure and meet tight deadlines with competing demands. ➤ Good attendance record ➤ Ability to communicate effectively with other staff, parents and visitors to the school ➤ Ability to identify and resolve errors and discrepancies ➤ Ability to work affectively with minimal guidance/supervision 	<ul style="list-style-type: none"> ➤ Evidence of outside interests ➤ Interest/awareness of Every child Matters agenda and raising pupil attainment 	<ul style="list-style-type: none"> ➤ Application Form ➤ References ➤ Interview
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> ➤ Willingness to work flexible hours to meet the seasonal demands of the post 	<ul style="list-style-type: none"> ➤ Willingness to work overtime as needs require it 	<ul style="list-style-type: none"> ➤ Interview ➤ Letter of Application