**PERSON SPECIFICATION**

**JOB TITLE: School Admin Assistant (Grade B)**

|  |  |
| --- | --- |
| **Essential upon appointment** | **Desirable on appointment** |
| **Knowledge*** Some knowledge of administration and office systems
 | * Knowledge of Behaviour Management techniques
* Knowledge of Child Protection and Health & Safety legislations and procedures
* Knowledge of mentoring approaches
 |
| **Experience*** Some clerical or administrative experience
 | * Cash handling experience
 |
| **Occupational Skills** * Computer literate
* Interpersonal and communication skills
* Numeracy and literacy skills
 |  |
| **Qualifications** * Literacy and numeracy qualification e.g. Level 2 qualification or equivalent
 | * Appropriate first aid training
 |
| **Personal Qualities*** Attention to detail, neatness and accuracy
* Organisational skills
* Ability to work successfully in a team
* Confidentiality
 |  |
| **Other Requirements*** To be committed to the school’s policy and ethos.
* To be committed to Continual Professional Development.
* Motivation to work with children and young people.
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
* Enhanced DBS clearance required
 |  |

NB – Assessment criteria for recruitment will be notified separately.

Optional - Statement for recruitment purposes: You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill specific areas over the course of the selection process.