**Person Specification**

**Administrative Assistant (Level 2) Primary, Grade 5 (SCP 6-7)**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Good standard level of education * 5 GCSE’s or equivalent, including English and Maths * NVQ Level 2 in administration or equivalent, or willingness to undertake this qualification | * First Aid qualification |
| **Work or relevant experience** | * General clerical/administrative work * Computer/keyboard skills * Ability to take notes | * Experience of working in an educational setting or other relevant environment |
| **Knowledge and Understanding** | * Good numeracy and literacy skills |  |
| **Skills and Abilities (relevant to post)** | * Willingness to participate in training and development opportunities * Good ICT skills * Sufficiently fluent in spoken English to ensure effective performance in the role |  |
| **Personal Qualities** | * Good communication skills * Ability to relate well to children and adults * Ability to work well as part of a team * Flexibility and reliability * Ability to maintain confidentiality |  |
| **Special Conditions** | * Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. |  |