**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
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| **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
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| **Knowledge and Understanding** | * Good numeracy and literacy skills
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| **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
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| **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
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| **Special Conditions** | * Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.
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