



Challenge, Equality & Opportunity

Havannah First School Person Specification: Administrative Assistant (N3)

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Excellent oral and written communication skills
2	Experience of working in a school, or similar, environment
3	Good general education and competency in literacy and numeracy
4	Excellent IT skills and experience of managing online systems
5	Good health, attendance and timekeeping record

Desirable

6	Familiar with school administration and financial procedures
7	Experience of record keeping and managing payments
8	First Aid Training
9	5 GCSEs or equivalent
10	Further qualifications

Part B: Assessment Stage

Items 1 and 2 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Ability to work with the public and offer a warm and supportive welcome to parents, carers and visitors
2	Able to communicate with and support pupils with a wide range of needs
3	A good standard of numerical and literacy skills
4	Able to use a wide range of technology
5	Ability to work in a busy environment and meet deadlines
6	Understanding of the importance of discretion and confidentiality
7	Able to work on own initiative, organise time and prioritise tasks
8	Able to work within and apply all relevant school policies
9	Able to work effectively as part of a team
10	Warm, efficient and professional telephone manner
11	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including:

	<ul style="list-style-type: none"> ▪ motivation to work in an environment with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people
12	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.

Desirable

11	The desire for further professional development and training
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Activity	Yes

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the DBS
2	Additional criminal record checks if applicant has lived outside the UK
3	Barred List check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)