

Gosforth East Middle School Person Specification – Administration Assistant Level 2

Part A: Application Stage

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

Essential

1	Effective oral and written communication skills
2	Good general education and competency in literacy and numeracy
3	Good word processing and IT skills
4	Good health, attendance and timekeeping record

Desirable

5	Familiar with school administration and financial procedures
6	Experience of record keeping and reconciliation of money and funds
7	Experience of working in a school environment (voluntary or employed)
8	First Aid Training
9	5 GCSEs or equivalent
10	Further computer/ICT qualifications or experience

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	A good standard of numerical and literacy skills
2	Able to use technology, e.g. computer, photocopier, telephone
3	Ability to work in a busy environment and meet deadlines
4	Understanding of the importance of discretion and confidentiality
5	Able to work on own initiative, organise time and prioritise tasks
6	Able to work within and apply all relevant school policies
7	Able to work effectively as part of a team
8	Warm, efficient and professional telephone manner
9	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
10	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	
Interview	Yes
Task	Yes

Part C: Additional Requirements

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

1	Enhanced Disclosure and Barring Check from the Disclosure and Barring Service
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)