

## PERSON SPECIFICATION

**POST TITLE:** Admin/Organisational Support Role B

CRITERIA	ESSENTIAL CRITERIA
Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none"><li>• <b>NVQ Level 2 or equivalent qualification or experience in relevant discipline</b></li><li>• <b>Good knowledge and understanding of relevant ICT packages</b></li><li>• <b>Knowledge of relevant policies / codes of practice and awareness of relevant legislation</b></li><li>• Appropriate knowledge of first aid</li></ul>
Experience	<ul style="list-style-type: none"><li>• Demonstrable experience of clerical / administrative work, likely to have been gained <b>over a period of one year</b></li></ul>
Skills & Abilities	<p>? Good numerical skills to undertake a variety of tasks, e.g. collecting monies, <b>maintaining accounts</b> for schools activities, undertaking banking, checking travel / expense claims</p> <ul style="list-style-type: none"><li>• Good literacy skills to undertake a variety of tasks, e.g. maintaining records, <b>minute taking, maintaining diary(ies) producing a range of correspondence</b></li><li>• <b>Good</b> keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information</li><li>• Able to relate well to children and adults, e.g. dealing with visitors, passing information / messages to other staff, dealing with sick children, providing straightforward advice on first aid etc</li><li>• Some <b>analytical skills</b> required, e.g. to resolve discrepancies between financial records</li><li>• Able to demonstrate sensitivity and tact</li><li>• Able to maintain confidentiality</li><li>• Able to work accurately and with attention to detail</li><li>• Alertness and concentration, e.g. when <b>producing financial information, minute taking and drafting correspondence</b></li><li>• Able to undertake short term planning, e.g. managing own workload, <b>ensuring deadlines are met</b>, planning for school activities, e.g. school trips / sports day</li></ul>

- **Able to deal with more complex** queries and know when to refer to more senior staff
- Able to work constructively as part of a team and to understand school roles and responsibilities and own position within these
- **Able to identify own training and development needs and co-operate with means to address them**

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council’s Equalities Policy.

**Post Holder Name** .....

**Post Holder  
Signature** .....

**Date** .....

**Blatchington Mill School is committed to safeguarding our students and we expect all staff and volunteers to support this commitment.**