

## PERSON SPECIFICATION

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

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related Education and Qualifications and Knowledge**

- **NVQ Level 2 or equivalent qualification or experience in relevant discipline**
- **Good knowledge and understanding of relevant ICT packages**
- **Knowledge of relevant policies / codes of practice and awareness of relevant legislation**
- **Appropriate knowledge of first aid**

**Experience**

- **Demonstrable experience of clerical / administrative work, likely to have been gained over a period of one year**

**Skills & Abilities**

- **Good numerical skills to undertake a variety of tasks, e.g. collecting monies, maintaining accounts for schools activities, undertaking banking, checking travel / expense claims**
- **Good literacy skills to undertake a variety of tasks, e.g. maintaining records, **minute taking, maintaining diary(ies) producing a range of correspondence****
- **Good keyboard / computer skills where this is appropriate for the role, e.g. production of reports, correspondence, inputting / updating personnel or financial information**
- **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**
- **Some analytical skills required, e.g. to resolve discrepancies between financial records**
- **Able to demonstrate sensitivity and tact**

- **Able to maintain confidentiality**
- **Able to work accurately and with attention to detail**
- **Alertness and concentration**, e.g. when counting dinner money, producing financial information, minute taking and drafting correspondence
- **Able to undertake short term planning, e.g. managing own workload, ensuring deadlines are met, planning for school activities, e.g. school trips / sports day**
- **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.**