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.**