



Employee Specification Form

Post Number	E208/11/01
Job Title	Level 3 Administration Assistant (Business Support Band C)
Department	Heygarth Primary School
Prepared by and date	D Stenhouse November 2024

Important - Study “Explanatory Notes” printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> Literacy and/or Numeracy National Qualifications Level 3 or equivalent (or working towards) 			
Experience <ul style="list-style-type: none"> A range of administrative activities including knowledge of various IT packages and systems Experience of dealing with and resolving unexpected problems Maintaining and updating of record systems Working to set deadlines 		<ul style="list-style-type: none"> Dealing with customers by telephone and face to face Use of Sims, ParentPay, and Cypad Use of Canva for Education 	
Knowledge and skills <ul style="list-style-type: none"> Effective interpersonal and communication skills both verbally and in writing, Standard keyboard skills used with precision and speed Good ICT skills 		<ul style="list-style-type: none"> Knowledge of accounting and financial procedures Ability to maintain accounts, produce financial reports and advise on variances. Analytical skills for monitoring and analysis of information and data Appropriate knowledge of first aid Knowledge of relevant policies, codes of practise and awareness of relevant legislation 	
Special Requirements <ul style="list-style-type: none"> Handling of cash, cash equivalents 			

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc