

GARTH HILL COLLEGE

PERSON SPECIFICATION

JOB TITLE: ADMINISTRATION ASSISTANT	DEPT: ADMINISTRATION
REPORTS TO: ADMINISTRATION MANAGER	SCALE:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and Training	<p>Business, secretarial, word processing qualification. NVQ 2/3 or equivalent qualification or experience.</p> <p>Good literacy and numeracy.</p> <p>Good keyboard skills.</p> <p>Computer literacy, good working knowledge of MS Office.</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Good experience of office and administrative practice.</p> <p>Able to listen and record information accurately.</p> <p>Good communication skills both verbally and in writing with young people and adults.</p> <p>Good understanding of and ability to use relevant technology, equipment and ICT packages.</p> <p>Able to work constructively as part of a team and work on own initiative.</p> <p>Able to plan, organise, prioritise and work to completing deadlines.</p> <p>Understanding of and commitment to the requirements of safeguarding children and young people.</p>	<p>Experience of working in a learning environment.</p> <p>Knowledge of SIMS.</p>
Work-related Personal Requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict</p>	

	<p>confidentiality of information received and processed as part of the job role.</p> <p>Able to remain calm and patient under pressure.</p> <p>A satisfactory enhanced Criminal Records Bureau Disclosure.</p>	
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