

# Person Specification

Personal Attributes Required	Essential (E) Desirable (D)	Method of Assessment
<p align="center"><u>Qualifications/ Training</u></p> <p>Have achieved a Level 2 qualification in Numeracy/Maths and Literacy/English.</p> <p>NVQ Level 2 in Business Administration/Customer Service or equivalent qualification or experience.</p>	<p align="center">D</p> <p align="center">D</p>	<p align="center">Application</p> <p align="center">Application/ Interview</p>
<p align="center"><u>Experience</u></p> <p>Experience of general clerical/administrative work. Appropriate knowledge of First Aid. Basic awareness of inclusion, especially within a school setting.</p>	<p align="center">D</p> <p align="center">D</p> <p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Skills and Knowledge</u></p> <p>Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Team Work</u></p> <p>Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Organisational awareness</u></p> <p>Understands how own job contributes to the schools activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broad understanding.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Adaptability</u></p> <p>Understands the need for, and the effects of, change and is able to adjust style and way of working, taking others into account. Learns from experience.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Use of technology</u></p> <p>Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers, etc.). Has a willingness to remain proficient as the technological needs of the school change.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>
<p align="center"><u>Professional Values and Practice</u></p> <p>Ability to build and maintain successful relationships with pupils and adults, treating them consistently, with respect and consideration. Ability to improve your own practice through observations, evaluation and discussion with colleagues.</p>	<p align="center">E</p>	<p align="center">Application/ Interview</p>