# Administration Support Clerk – Person Specification

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|  | **Essential** | **Desirable** | **Measured by** |
| Qualifications **Training** | * Educated to GCSE Standard at Grade A – C for a minimum of 5 GCSEs including Mathematics and English or equivalent qualifications * Level 2 Business administration qualification or equivalent * Commitment to training / health and safety legislation | * Further professional qualifications * Evidence of related training | A/Q  A/Q  A/Q |
| Knowledge andExperience | **Work towards knowledge and experience**   * Experience of working in a team * Experience in providing a high level of customer services * Experience of general office procedures e.g. manual and computerised records and filing systems, photocopying, emails and faxes * Experience in managing and maintaining spreadsheets and data analysis to present and interpret in a variety of formats for specific school requirements | **Work towards knowledge and experience**   * Experience of working within a school environment * SIMS.NET | AI  A/I  A/I  A/I/PE |
| **Skills and Ability** | * Ability to work in a challenging environment * Ability to produce accurate work to tight deadlines * Excellent communication skills and the ability to relate to a wide range of people and adapt approach as appropriate * Ability to work flexibly across departments to support colleagues in order to meet whole school requirements * Organised approach to work in relation to professional standards and competencies * Advanced ICT skills with specific emphasis on spreadsheets and database usage * Flexible approach to changing work tasks and prioritising to specific needs * Ability to demonstrate commitment to Equal Opportunities and customer service practices in the context of service delivery * Ability to maintain confidentiality at all times | * Ability to manage own work effectively * Safe working procedures i.e. manual handling * Ability to work flexibly across whole school to meet requirements | A  A/I  A/I  A  A  A/IPE  A  A/I  A/I |
| **Personal Qualities and Attitude** | * Committed to safeguarding and promoting the welfare of children and young people * High level of emotional intelligence * Friendly and outgoing * Able and willing to establish good professional relationships * Commitment to high standards * Commitment to team work * Willingness to learn * On occasions to work evenings and weekends for special events |  | I  I  I  I  I  I  I  I |

Enhanced DBS Disclosure Key: A: Application Form I: Interview

Q: Qualification Check PE: Practical Exercise

Proof of Right to work in the UK