



South Tyneside Council

CHILDREN, ADULTS AND HEALTH

PERSON SPECIFICATION

POST TITLE: Administration Assistant/First Aid Lead

GRADE: Band 4 SCP 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none">• 5 A*-C GCSE qualifications (or equivalent) including English and Maths• First Aid at work qualification (or willingness to obtain this prior to start date)	<ul style="list-style-type: none">• Level 3 qualification	<ul style="list-style-type: none">• Application form• Certificates
Work Experience	<ul style="list-style-type: none">• Recent experience of general administration work• Recent experience of using IT packages within the work environment including Microsoft (e.g. Word, Excel and Outlook)	<ul style="list-style-type: none">• Experience of using a School Management Information system• Experience of working in a school setting• Experience of providing first aid and liaising with parents/carers• Experience of operating a telephone system/switchboard	<ul style="list-style-type: none">• Application form• Interview• References
Knowledge/ Skills/ Aptitudes	<ul style="list-style-type: none">• High standard of Literacy and Numeracy• Computer literate and proficiency in Microsoft packages, especially Word, Excel and Outlook• Ability to prioritise workload effectively• An understanding of data protection• Able to deal with sensitive issues in a confidential manner• Excellent communication skills• Excellent interpersonal skills• Ability to work on your own and show initiative• Self-motivated• Attention to detail,	<ul style="list-style-type: none">• Ability to use electronic files and databases, e.g. MIS, SIMS, CPOMS• Experience of working in a busy office/school office• Knowledge of Keeping Children Safe in Education guidance	<ul style="list-style-type: none">• Application form• Interview

	<ul style="list-style-type: none"> accurate and methodical Commitment to training and CPD opportunities 		
Disposition	<ul style="list-style-type: none"> Ability to relate well to children and adults Ability to deal with difficult situations in a proactive manner A calm, professional, sensitive and friendly approach A firm but fair approach Be willing and flexible in tackling a variety of tasks in a busy school environment A team player, willing to support others 	<ul style="list-style-type: none"> Good sense of humour and common sense Committed to further professional development 	<ul style="list-style-type: none"> Interview References
Circumstances	<ul style="list-style-type: none"> Able to be flexible in working patterns Enhanced clearance from the Disclosure and Barring Service (DBS) 		<ul style="list-style-type: none"> Application form Interview References DBS check

October 2023