



OFFICE ASSISTANT PERSON SPECIFICATION

The Person Specification is used by the selection panel to identify the attributes a successful candidate will need to bring to the post.

Those marked **E** are essential and must be met in order for a candidate to be shortlisted for interview or appointed to the post.

Those marked **D** are desirable and will strengthen a candidate's likelihood of being invited to interview or appointed to the post.

Abilities and aptitudes will be judged from the application form, references, and interview to guide the selection panel in appointing a candidate who is personally and professionally suited to successfully filling this post.

A = application form/cover letter R=References I=Interview

Candidates should ensure that they would satisfy the essential elements before applying and ensure that they construct their letter of application to include the areas requested in the details sent to potential candidates.

	ESSENTIAL/ DESIRABLE	EVIDENCE
EDUCATION AND QUALIFICATIONS		
Good standard of basic English and Mathematics.	E	A
Qualifications in administration or equivalent.	D	A
Recent CPD relevant to the post.	D	A
Other professional qualifications.	D	A

	CATEGORY	EVIDENCE
SAFEGUARDING		
Understanding of the school's role in keeping pupils and staff safe.	E	A/I
Enhanced DBS check.	E	Post Appointment
PERSONAL ATTRIBUTES		
Ability to prioritise.	E	A/I
Adaptable and resilient.		
Efficient and able to complete tasks on time.		
Able to create effective working relationships with all staff, governors, parents/carers and the wider school community.		
A good sense of humour.		
Approachable.		

SKILLS AND EXPERIENCE		
Considerable relevant work experience of providing administrative services.	D	A/R/I
Ability to work under pressure and to a high level of accuracy.	E	A/R/I
Working in a busy organisation and dealing with confidential matters.	D	A/R/I
A practical approach to problem solving.	E	A/R/I
Appreciate and support the role of other professionals.	E	A/R/I
Ability to communicate effectively through written and oral.	E	A/R/I
Experience of working within a primary school setting.	D	A/R/I
Knowledge of achieving best values for goods purchased.	D	A/I
Ability to communicate effectively with all members of the school community and have the ability to work effectively as a key member of the whole school team.	E	A/R/I
Competent user of IT.	E	A/R/I
Ability to maintain and work within policies and procedures including safeguarding.	E	A/R/I
Willingness to undertake further training.	E	A/R/I
Awareness of professionalism – confidentiality and promoting school vision and values	E	A/R/I