



**HALL GREEN SCHOOL
PERSON SPECIFICATION
POST: SCHOOL ADMINISTRATIVE ASSISTANT**

Salary Range/Grade: Grade 2, Point 3 - 7

Responsible to: Cover Co-ordinator/Office Manager

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E):- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give clear examples of how you meet the essential and desirable criteria.

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Experience	<ul style="list-style-type: none"> • Demonstrable secretarial and administrative experience. 	A, I	<ul style="list-style-type: none"> • Experience of working in a school environment. 	A, I
Skills/Abilities	<ul style="list-style-type: none"> • Has a competent command of written and spoken English. • Demonstrable experience in the use of IT, i.e. word processing and other computer skills. • Can remain calm and controlled under pressure. • Can demonstrate initiative. • Able to develop constructive working relationships with all school staff, whilst maintaining a high level of professionalism at all times. • Able to effectively deal with and give accurate information to visitors, colleagues, parents, pupils, etc. • Able to organise workload to meet deadlines. • Can work in the flexible ways needed for the post. 	A, I A, I, Q A, I A, I A, I A, I A, I A, I		

Attributes	Essential	How Measured A – Application I – Interview Q – Qualification R – Reference	Desirable	How Measured A – Application I – Interview Q – Qualification R – Reference
Skills/Abilities continued	<ul style="list-style-type: none"> • Demonstrable experience in spread sheets and mail merge. 	A, I, Q		
Competencies	<ul style="list-style-type: none"> • Able to form appropriate relationships with young people. • Can relate well to children and adults of a variety of backgrounds. 	A, I A, I	<ul style="list-style-type: none"> • Able to demonstrate appropriate experience of working with young people. 	A, I
Equality Issues	<ul style="list-style-type: none"> • Able to recognise some forms of discrimination which commonly exist. 	A, I		
Specialist Knowledge			<ul style="list-style-type: none"> • Knowledge of SIMS software. 	A, I, Q
Education and Training	<ul style="list-style-type: none"> • Willing to undertake training and development activities. 	A, I		
Other Requirements	<ul style="list-style-type: none"> • Qualifications relevant to the post. 	A	<ul style="list-style-type: none"> • Willingness to adjust working arrangements to suit the changing needs and demands of the school (occasional). 	A, I

(A = Application Form, I = Interview, Q = Proof of Qualification or evidence of relevant recent experience)

We will consider any reasonable adjustments under the terms of the Equality Act 2010 to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

Hall Green School is committed to safeguarding and promoting the welfare of its pupils and expects all those working at the School to share this commitment. Successful applicants will be required to undergo pre-appointment checks appropriate to the post, including checks with past employers and Enhanced Disclosure and Barring Checks.