

# Person Specification

POST TITLE:

Administrative – Level 3

SCHOOL:

Leopold Primary School

## PLEASE NOTE

The method of assessment for each criterion is shown in the right hand columns. The shortlisting criteria are indicated by asterisk in the application form column. Shortlisting for interview will be based solely on whether the candidate indicates on their application form that they meet these Shortlisting Criteria. All mandatory criteria are underlined. The successful candidate must satisfy all of the mandatory criteria, and will normally meet all or most of the other appointment criteria. All candidates must satisfy the Equal Opportunities and Customer Care criteria which are mandatory.

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
<b>1.</b>	<b>ABILITIES</b>			
(a)	Ability to operate a full range of specialist ICT and other resources and equipment.	*		*
(b)	Ability to use proficiently standard office computer software, including word-processing, spreadsheet, database, and Internet systems.	*		
(c)	Ability to absorb and understand a wide range of information concerning the functions of the school.		*	
(d)	Ability to build and form working relationships with pupils, parents/carers and colleagues, to work flexibly across operational boundaries, and to work as a member of a team.	*	*	
<b>2.</b>	<b>SKILLS</b>			
(a)	Verbal and written communication skills appropriate to the need to communicate effectively with colleagues and parents/carers.	*		*
(b)	Very good standard of numeracy and literacy skills.	*		*
(c)	The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.			
<b>3.</b>	<b>KNOWLEDGE</b>			
(a)	Full working knowledge of relevant policies, procedures and codes of practice, and awareness of relevant legislation.	*		
<b>4.</b>	<b>EDUCATION AND PROFESSIONAL QUALIFICATIONS ESSENTIAL TO THE POST</b>			

		METHOD OF ASSESSMENT		
		APPLICATION FORM	INTERVIEW	TEST
(a)	NVQ level 3, or able to demonstrate an equivalent level of attainment through qualification or experience in a relevant discipline.	*		
<b>5. EXPERIENCE</b>				
(a)	Successful experience of development, management and operation of administrative systems in an office environment.	*		
<b>6. EQUAL OPPORTUNITIES RELEVANT TO THE POST (mandatory)</b>				
	Understanding and commitment to the Council's Equal Opportunities policy.	*	*	
<b>7. CUSTOMER CARE RELEVANT TO THE POST (mandatory)</b>				