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**Person Specification**

**Assistant to Head of Work-Related Learning and Afternoon Receptionist**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Knowledge/Qualifications**  |
| Education/Qualifications to at least Post 16 level | ✓ |  | Application |
| A willingness to undertake further training and development relevant to the post and to pass those skills on to other members of staff as appropriate | ✓ |  | Application/Interview |
| Proven experience in a range of clerical and administrative duties | ✓ |  | Application/Interview |
| Knowledge of careers and advice sources |  | ✓ | Application/Interview |
| Excellent numeracy and literacy skills | ✓ |  | Application/Interview |
| High degree of IT competence including Word and Excel | ✓ |  | Application/Interview |
| **Experience**  |
| The ability to offer a wide range of skills, to cope with sudden changes of task and to prioritise workloads accordingly | ✓ |  | Application/Interview |
| Strong analytical and organisational skills with the ability to constantly meet deadlines | ✓ |  | Application/Interview |
| A commitment to safeguarding and promoting the welfare of children and young people | ✓ |  | Application/Interview |
| Awareness of confidentially and data protection requirements | ✓ |  | Application/Interview |
| Experience in the planning of events |  | ✓ | Application/Interview |
| Previous experience of working in a school environment |  | ✓ | Application/Interview |
| A successful record of participating as a team member | ✓ |  | Application/Interview |
| Experience of maintaining confidentiality | ✓ |  | Application/Interview |
| A commitment to the school’s Strategic Purpose, Commitment and Intent | ✓ |  | Application/Interview |
| **Personal Skills**  |
| Ability to work in an organised and methodical manner | ✓ |  | Application/Interview |
| Good record keeping skills with an eye for detail |  |  ✓ | Application/Interview |
| The ability to be flexible and positive, demonstrating the ‘can-do’ attitude | ✓ |  | Application/Interview |
| Ability to remain confidential and to identify and deal with matters appropriately | ✓ |  | Application/Interview |
| Ability to demonstrate patience, flexibility and a sense of humour | ✓ |  | Application/Interview |
| Ability to respond and deal calmly with multiple requests often at short notice | ✓ |  | Application/Interview |
| Ability to work constructively as part of a team understanding school roles and responsibility including own | ✓ |  | Application/Interview |
| Ability to be efficient and reliable and work under pressure  | ✓ |  | Application/Interview |
| Excellent verbal and written communication skills appropriate to the need and ability to communicate effectively with colleagues, students, outside agencies and other schools | ✓ |  | Application/Interview |
| Willingness to assist other Support functions across the school when necessary | ✓ |  | Application/Interview |
| **Personal Attributes** |
| Flexibility and creativity in approach to tasks | ✓ |  | Application/Interview |
| Ability to adapt to changes quickly | ✓ |  | Interview |
| Ability to work independently on prescribed tasks, take initiative and manage change | ✓ |  | Interview |
| Commitment, reliability and trustworthiness | ✓ |  | Application/Interview |
| Patience and a positive attitude | ✓ |  | Interview |
| Forward thinking with the ability to plan ahead | ✓ |  | Interview |
| Excellent attention to detail | ✓ |  | Application |
| **Equal Opportunities**  |
| Must have an understanding of and commitment to the Trust’s equal opportunities policies and procedures | ✓ |  | Application/Interview |
| To be able to demonstrate a commitment to celebrating diversity and promoting community cohesion in a multi-cultural setting | ✓ |  | Application/Interview |

**March 2021**