

PERSON SPECIFICATION

JOB TITLE: Admin Officer

DEPARTMENT: Education

GRADE:

POST NO:

PREPARED BY:

DATE: 14 May 2014

E = ESSENTIAL D = DESIRABLE		SOURCE OF EVIDENCE - APPLICATION = A TEST = T INTERVIEW = I	
	1. EXPERIENCE, direct work experience, other relevant experience.	W =	
	General clerical / administrative / financial work.		A/I
			A/I
	2. KNOWLEDGE, without which the job cannot be done effectively.	W =	
	Appropriate knowledge of first aid.		A/I/
	Effective use of ICT packages.		A/I/T
	Use of relevant equipment / resources.		A/I
	Knowledge of relevant policies / codes of practice and awareness of relevant legislation.		A/I
			A/I
	3. SKILLS & ABILITIES, Essential/Capable of doing, Desirable/Able to train.	W =	
	Good keyboard skills.		A/I
	Ability to relate well to children and adults.		A/I
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.		A/I
	Ability to identify own training and development needs and co-operate with means to address these.		A/I
			A/I
	4. QUALIFICATIONS, TRAINING & EDUCATION, also identify training to be given.	W =	
	NVQ 2 or equivalent qualification or experience in relevant discipline.		A/I
	Good numeracy / literacy skills.		A/I
			A/I
	5. PERSONALITY, SOCIAL SKILLS, Relationships, thinking style, disposition.	W =	
			A/I
			A/I
	6. OTHER FACTORS, Physical, Mobility, Availability, Conditions, etc.	W =	A/I
	CONTRA INDICATIONS, if any	W =	
			A/I