

Person Specification – Administration Assistant

FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge and awareness of the importance of confidentiality and data protection • Confident with all aspects of IT 	<ul style="list-style-type: none"> • Knowledge of school administration practices and procedures • Knowledge and experience of school policies relating to health and safety, equal opportunities, child protection 	<ul style="list-style-type: none"> • Interview • Letter of application • Application form
2. QUALIFICATIONS TRAINING AND SKILLS	<ul style="list-style-type: none"> • Candidates should have a broad and balanced education with at least Maths and English GCSE (A-C) or equivalent • Excellent communication skills both written and oral • Excellent clerical skills • Excellent organisational skills 		<ul style="list-style-type: none"> • Application form • Letter of application
3. EXPERIENCE	<ul style="list-style-type: none"> • Experience of managing data and producing reports based on that data 	<ul style="list-style-type: none"> • Experience of working in a school office • Experience of working with School Management Information Systems • Experience of working in partnership with outside agencies 	<ul style="list-style-type: none"> • Application form • Reference • Letter of application • Interview
4. DISPOSITION	<ul style="list-style-type: none"> • Flexible approach to work, with the ability to work accurately under pressure and prioritise work in a busy school environment • Able to develop positive relationships with staff, parents, governors and outside agencies • Able to support colleagues as part of a team, with resilience and enthusiasm • Able to work effectively in an environment in which interruptions take 		<ul style="list-style-type: none"> • Reference • Interview • Letter of application

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	<ul style="list-style-type: none"> place • Sense of humour. 		
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • Candidates should be in sympathy with the aims and ethos of our school. 		<ul style="list-style-type: none"> • Interview

Ormiston Meadows Academy is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Please visit our school website – www.ormistonmeadows.co.uk – to view our Safeguarding Statement and Policy. Our Equality Policy can also be found on our website

Candidates invited to interview will be required to bring with them certificates evidencing any qualifications declared on their application form. The successful candidate will be required to undergo pre-employments checks, including:

- Barred List and DBS check
- Right to Work in the UK check
- Confirmation of ID
- Two satisfactory references
- Health Clearance
- Qualifications check
- Verification of address check
- Certificate of Good Conduct, in addition for Teaching posts a Letter of Professional Standing (if appropriate)

Canvassing any member of staff, or member of the Governing Body, directly or indirectly, is prohibited and will be considered a disqualification

All vacancies are managed in accordance with the Academy’s ‘Recruitment and Selection Policy and Procedure’