



PERSON SPECIFICATION FOR THE POST OF ADMINISTRATION ASSISTANT AT FENS PRIMARY SCHOOL



Hartlepool Borough Council is committed to safeguarding and promoting the welfare of children and young people. This post is subject to safer recruitment measures, including an enhanced DBS check.

CATEGORY	ESSENTIAL	DESIRABLE	WHERE IDENTIFIED
Application	<ul style="list-style-type: none"> Fully supported by references. Well written, well-structured, well-presented and accurate application 		<ul style="list-style-type: none"> Application, references
Qualifications	<ul style="list-style-type: none"> Level 3 Diploma in School Business Administration or equivalent 		<ul style="list-style-type: none"> Application, interview
Experience	<ul style="list-style-type: none"> Experience in working in an office environment 	<ul style="list-style-type: none"> Knowledge of school ICT systems Experience of working in a school office 	<ul style="list-style-type: none"> Application, references, interview
Professional Development		<ul style="list-style-type: none"> Evidence of CPD beyond the basic requirement 	<ul style="list-style-type: none"> Application
Skills	<ul style="list-style-type: none"> Ability to work as part of a team Possess good inter personal skills Ability to communicate effectively in a variety of ways and in different situations, including using ICT Good numeracy and literacy skills 		<ul style="list-style-type: none"> Application, references, interview

	<ul style="list-style-type: none"> • Be aware and support difference and ensure equal opportunities for all • Share expertise and skills with others 		
Special Knowledge	<ul style="list-style-type: none"> • Significant experience in administration/finance roles 		<ul style="list-style-type: none"> • Application, references, interview
Personal Attributes	<ul style="list-style-type: none"> • Highly motivated and committed • Excellent organisational skills • A willingness to participate in the whole life of the school • Evidence of breadth and balance in interests and outlook 		<ul style="list-style-type: none"> • Application, references, interview