

Person Specification

Job title: Administrative Assistant

Location: Hope Valley College

| | JOB REQUIREMENTS | Essential | Desirable | Assessment Method |
|----------------------------------|--|-----------|-----------|-------------------|
| Knowledge, Experience and Skills | Generic administrative experience to include, Word Processing/typing, filing, collating, proof-reading of material etc, data entry and spreadsheet use using Microsoft Office Packages | ✓ | | A |
| | Customer services experience | ✓ | | A |
| | Working in a busy environment with many priorities and conflicting deadlines | ✓ | | A/I |
| | Experience of an education, training or similar environment. | | ✓ | A |
| | Organisation and bookings for events | | ✓ | A/I |
| Qualifications | Good level of literacy and numeracy eg GCSE Maths and English or substantial relevant experience | ✓ | | A |
| | Evidence of regular, relevant and recent personal development | | ✓ | A |
| Other Skills | Communicate effectively with people at all levels eg school staff, students, governors and external contacts/ suppliers. | ✓ | | I |
| | Work effectively as part of a team recognising own role as a team member. | ✓ | | A/I |
| | Able to maintain a positive focus, accepting constructive criticism positively and learning from it. | ✓ | | A/I |
| | Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality. | ✓ | | I |
| | Ability to learn from experiences. | ✓ | | I |

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|----------------------|--|---|--|-----|
| | Ability to carry out instructions accurately and effectively as directed by line manager. | ✓ | | I |
| | Demonstrate customer care. | ✓ | | A |
| | Ability to work alongside young people (not necessarily in school environment). | ✓ | | A/I |
| Interpersonal Skills | Ability to maintain confidentiality | ✓ | | A |
| | Accuracy when receiving information (verbally and written) and communicate information effectively and accurately. | ✓ | | I |
| | Able to make a positive contribution to the team. | ✓ | | A |
| | Able to reflect on performance and further develop own knowledge and skills to improve performance. | ✓ | | I |
| | Maintains standards set by the organisation. | ✓ | | I |
| | Takes responsibility for own actions. | ✓ | | I |
| | Ability to work alone unsupervised and manage own workload. | ✓ | | A/I |
| Child Protection | A commitment to the responsibility of safeguarding and promoting the welfare of young people | ✓ | | I |