

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Administration Assistant

GRADE: 3

DEPT/SERVICE: Primary School

JOB REF: AAAD5048

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • ECDL or equivalent 	<ul style="list-style-type: none"> • 3 GCSE passes or equivalent, including English & Mathematics 	<ul style="list-style-type: none"> • Production of certificates • Application form
Experience	<ul style="list-style-type: none"> • School office, reception or customer care • SIMS & IBS systems 	<ul style="list-style-type: none"> • Working with people • Using the telephone • Working to deadlines • Handling some finance 	<ul style="list-style-type: none"> • References. • Application Form • Interview
Job Related Knowledge	<ul style="list-style-type: none"> • School Office procedures and knowledge of school cycles • General knowledge of CWAC education. • Ability to use general office equipment, photocopier etc 	<ul style="list-style-type: none"> • Good working knowledge of Microsoft Office • Organisational skills • Record keeping 	<ul style="list-style-type: none"> • References. • Application Form • Interview
Skills and Aptitudes	<ul style="list-style-type: none"> • Ability to work effectively under pressure 	<ul style="list-style-type: none"> • Customer focused • Flexibility • Able to manage own workload 	<ul style="list-style-type: none"> • References. • Interview
Other Requirements	<ul style="list-style-type: none"> • Evidence of ability to work effectively and in an organised way and show initiative 	<ul style="list-style-type: none"> • Confidentiality • Ability to work under pressure • Sense of humour 	<ul style="list-style-type: none"> • References

Cheshire West and Chester Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.