

## EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

<b>Post Title:</b> Administrative Assistant	<b>Directorate/School:</b> Springwell Leeds Academy	<b>Grade:</b>
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Criteria No	Attributes	Criteria	How Identified	Rank
	Relevant Experience	<ul style="list-style-type: none"> <li>• Experience in an office environment.</li> <li>• IT experience; working with Microsoft packages including Word, Excel, Powerpoint, Access and Publisher.</li> <li>• Experience of working within a school environment</li> <li>• Experience of working with SIMS.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/ Interview</li> <li>• Application form/Interview</li> <li>• Application form/Interview</li> <li>• Application form/Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> </ul>
	Education and Training Attainments	<ul style="list-style-type: none"> <li>• Minimum of 4 GCSEs (Grade C or above) including English Language and Mathematics or equivalent.</li> <li>• RSA Word Processing Level 2 or equivalent. (Or the ability to pass an internal test using MS Word).</li> <li>• Relevant IT qualification</li> <li>• RSA Word Processing Level 3 or equivalent.</li> <li>• Other relevant administrative qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Application form</li> <li>• Application form</li> <li>• Application form</li> <li>• Application form</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Desirable</li> <li>• Desirable</li> </ul>

	General and Special Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of E-mail and Internet</li> <li>• Knowledge of relevant policies/codes of practice &amp; awareness of relevant legislation</li> <li>• Diary management using Microsoft Schedule</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Application form</li> <li>• Application form</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Desirable</li> </ul>
	Skills and Abilities	<ul style="list-style-type: none"> <li>• Possess good organisational skills</li> <li>• Able to work using own initiative</li> <li>• Able to work in a methodical manner paying attention to detail and accuracy</li> <li>• Able to organise work schedules in order to meet tight deadlines</li> <li>• A high level of computer literacy</li> <li>• Able to communicate clearly, concisely and politely</li> <li>• Capacity to adopt flexible working practices</li> <li>• Possess good interpersonal skills</li> <li>• Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.</li> </ul>	<ul style="list-style-type: none"> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> <li>• Application form/ Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> <li>• Essential</li> </ul>
	Additional Factors	<ul style="list-style-type: none"> <li>• Willing to undergo further training.</li> <li>• This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>	<ul style="list-style-type: none"> <li>• Interview</li> <li>• Application form/Interview</li> </ul>	<ul style="list-style-type: none"> <li>• Essential</li> <li>• Essential</li> </ul>