



Personnel Specification – Administration Assistant

Attributes	Criteria No.	Criteria	How Identified	Rank
<i>Relevant Experience</i>	1.	Experience of working in an office environment / Administration experience	Application & Interview	A – Essential
<i>Education and Training</i>	2.	GCSE level C or above in Maths and English	Application	A - Essential
	3.	Recent First Aid qualification	Application	C - Advantageous
	4.	Basic Food Hygiene Certificate	Application	C - Advantageous
	5.	Other related training	Application	C – Advantageous
<i>General and Special Knowledge</i>	6.	Knowledge of computers and computer programmes e.g. Microsoft Word, Excel.	Interview	B - Desirable
<i>Skills and Abilities</i>	7.	Ability to communicate well with adults and children	Interview	A – Essential
	8.	To be able to demonstrate the ability to work as part of a team	Interview/App.	B - Desirable
	9.	Ability to write legibly and good presentation skills	Interview	A - Essential
	10.	Good organisational skills	Interview	B - Desirable
	11.	Demonstrate creative ability	Interview	C – Advantageous
	12.	Ability to approach things professionally	Interview/App.	A - Essential
<i>Additional Factors</i>	13.	Understanding of Equal Opportunities	Interview	B - Desirable
	14.	Awareness of Health and Safety and practical hygiene issues	Interview	B - Desirable
	15.	Able to demonstrate the ability to take on a responsibility role	Application & Interview	C – Advantageous
	16.	Enjoy being with children and happy to work with the children when necessary.	Interview	A - Essential
	17.	Honesty with self and others	Interview	A - Essential
	18.	Must have a clear understanding of the importance of confidentiality.	Interview	A - Essential