



PERSON SPECIFICATION: Active Teacher Training Administrative Assistant

	Essential	Desirable	How Measured
<i>Educational qualifications</i>	<ul style="list-style-type: none"> Grade C or higher in GCSE (or equivalent) maths and English 	<ul style="list-style-type: none"> Relevant further or higher educational qualifications 	<ul style="list-style-type: none"> Certificates Application form Interview process
<i>Experience/ Knowledge</i>	<ul style="list-style-type: none"> Experience and understanding importance of Data Protection Experience of using spreadsheets 	<ul style="list-style-type: none"> Experience of recruitment processes 	<ul style="list-style-type: none"> Interview Letter of application References
<i>Skills/Abilities</i>	<ul style="list-style-type: none"> Ability to maintain strict confidentiality of information received in College Excellent interpersonal and communication skills (oral and written) Ability to work effectively with and command the confidence and respect of colleagues / parents / outside agencies Proficient in the use of ICT (MS Office suite, SIMS) Ability to manage time efficiently, work calmly and make decisions under pressure Excellent organisational skills with the ability to prioritise tasks Ability to work alone and as part of a team 	<ul style="list-style-type: none"> A willingness to work flexible hours as and when there is a need 	<ul style="list-style-type: none"> Letter of application Interview process
<i>Other requirements</i>	<ul style="list-style-type: none"> Responsibility for safeguarding and promoting the welfare of pupils To undertake training to enhance knowledge of correct protocols and procedures 	<ul style="list-style-type: none"> Awareness of safeguarding statutory requirements 	<ul style="list-style-type: none"> Application and interview