



PERSON SPECIFICATION

JOB TITLE: Administration Assistant (Cover and Reprographics)

REFERENCE: AAAE5034

GRADE: 4

RESPONSIBLE TO: Office & Marketing Manager

CRITERIA	DESIRABLE	ESSENTIAL	METHOD OF ASSESSMENT
Qualifications	First Aid training (or willingness to undertake training)	Good general education: Minimum, 4 GCSEs grade A* - C, including English and Mathematics Evidence of further related training	Application Interview
Experience	Administrative experience in a School or similar environment Working with young people in a previous role, either voluntary or paid	Experience using MS Office, Outlook and MIS (SIMS/Arbor) Administrative experience in a busy office environment	Application Interview
Job Related Knowledge	Understanding of databases	Understanding of relevant policies/codes of practice and awareness of relevant legislation (inc. copyright regulations) Able to maintain confidentiality	Application Interview
Personal qualities, skills and aptitudes	<p>Show an enthusiastic approach to work along with a cheerful attitude and a good sense of humour.</p> <p>Have a genuine interest in the education and well-being of young people.</p> <p>Excellent organisational skills, ability to work in an organised and methodical manner.</p> <p>A steady and methodical approach to duties, however with the flexibility to adjust to the demands of a busy office and an ability to prioritise in order to meet deadlines and see tasks through to completion.</p> <p>Confidence to take responsibility for own workload, working both independently and as part of the office team.</p> <p>Show excellent attention to detail, working neatly and accurately to produce quality results.</p>		Application Interview

	<p>An aptitude to learn quickly and adapt easily to new systems.</p> <p>Excellent interpersonal skills, have a sympathetic but firm manner and ability to communicate well with students, teachers and parents</p> <p>An innovative and pro-active approach to work, confident to suggest and try alternative ways of working in order to improve the service.</p> <p>Reliable, flexible and willing to take on a range of administrative tasks to support the team as required.</p> <p>Flexibility to work additional hours with notice, should the need arise</p>	
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Cheshire West & 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.

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.**