

# 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 Minor* 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.

Post Title: Admin Assistant

Directorate/School: Children, Young People and Families  
Innovation for Learning & Care

Grade: 2

Criteria No	Attributes	Criteria	How Identified	Rank
1.	Experience	Recent relevant experience	Application	Essential
2.	Education and Training Attainments	Good numeracy/literacy skills	Application	Essential
3.		4 GCSEs in English and Maths Grade A to C equivalent (eg NVQ level 2)	Application	Essential



4.	<b>General Knowledge</b>	Effective use of ICT and other office equipment	Application	Essential
5.		Working knowledge of relevant policies/codes of practise/legislation	Application/ Interview	Desirable
6.	<b>Skills and Attributes</b>	Ability to relate well to children and adults	Application/ Interview	Essential
7.		Work well as part of a team, understanding school responsibilities and your role within these	Application/ Interview	Desirable
8.		Demonstrate a commitment to Equal Opportunities	Application/ Interview	Essential

