



POST TITLE: ADMINISTRATIVE ASSISTANT	GRADE 2/3
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Criteria No	Attributes	Criteria	How Identified	Rank
1	Relevant Experience	Recent relevant clerical/administrative/financial experience	Application form/interview	Essential
2	Education and Training Attainments	Level 2 or equivalent qualification or experience in relevant discipline.	Application form/interview	Essential
3		Good numeracy/literacy skills.	Application form/interview	Essential
4	General and Special Knowledge	Appropriate knowledge of first aid.	Application form /interview	Desirable
5		Effective use of ICT packages	Application form/interview	Essential
6		Good understanding and ability to use relevant technology e.g. photocopier	Application form/interview	Essential

7	Skills and Abilities	Work constructively as part of a team, understanding school/Trust roles and responsibilities and your own position within these.	Application form / interview	Essential
8		Ability to self-evaluate learning needs and actively seek learning opportunities.	Application form/interview	Essential
9	Additional Factors	This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	Application form/interview	Essential