**Person Specification**



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| --- | --- | --- | --- | --- | --- | --- |
| Job Title | Administrative/Clerical Assistant Level 1 | | | Directorate | | Children’s Services |
|  |  | | |  | |  |
| Post Number | AC1 | | | Division | | Dormston School |
|  |  | | |  | |  |
| Grade | 2 | Salary | SCP 3 | | Section | Admin Support Team |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Criteria (Essential) | | | | | | | | | | |
|  |  | Assessment By | | | | | | | | |
|  |  |  | | |  |  | |  |  | |
|  |  | Application | | |  | Interview | |  | Tests | |
|  |  | | | | | | | | | |
| Experience |  | | ü |  | | | ü |  | |  |
|  |  | | | | | | | | | |
| GO4Schools/ParentPay software use (desirable)  Working within a school environment (desirable) |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Qualifications/Training |  |  |  |  | | |  |  | |  |
| Prepared to work towards NVQ Level 2 or equivalent  Willingness to participate in training and development opportunities eg. ICT packages and databases | |  | | |  |  | | |  | |
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| Practical Skills  Ability to use relevant technology e.g. computer/ keyboard/photocopier  Experienced in use of Microsoft packages (excel and word etc)  Demonstrate good numerical and verbal reasoning skills and literacy skills e.g. by qualification or testing |  |  | | ü |  | | | ü |  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Personal Qualities and Attributes  A knowledge of equality & diversity issues.  Good communication skills and ability to multi-task. |  |  | | ü |  | | | ü |  |  |
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| Prepared By | Mrs Philippa Gamble | |
|  |  | |
| Date | February 2020 |

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| **CRB Clearance** | | | | | | | | | | | | | | | |
|  | |  | **Yes** | | | |  | **No** | | | |  |  |  |  |
|  | |  |  | | | |  |  | | | |  |  |  |  |
| Will the post holder be |  |  |  | | | |  |  | | | |  |  |  |  |
|  | Working in any activity of a | |  |  |  | | | | |  |  | If Yes, the post holder | | | |
|  | specified nature that involves contact with vulnerable groups frequently, intensively and/or overnight (e.g. teaching, supervision, care, transportation) | |  |  | |  | | |  | | | will require an Enhanced  Disclosure | | | |
|  |  | |  |  | |  | | |  | |  |  | | | |
|  | Working in any activity allowing | |  | ü |  | | | | |  |  | If Yes, the post holder | | | |
|  | contact with vulnerable groups that is in a specified place frequently or intensively (e.g. care homes, schools) | |  |  | |  | | |  | |  | will require an Enhanced Disclosure | | | |
|  |  | |  |  | |  | | |  | |  |  | | | |
|  | In any activity that involves | |  |  |  | | | | |  |  | If Yes, the post holder | | | |
|  | people in certain defined positions of responsibility as set out in the Safeguarding Vulnerable Groups Act 2006 | |  |  | |  | | |  | |  | will require an Enhanced Disclosure | | | |
|  |  | |  |  | |  | | |  | |  |  | | | |
|  | Working in ancillary support in | |  |  |  | | | | |  |  | If Yes, the post holder | | | |
|  | education or social care (e.g. cleaner, caretaker, catering, reception) frequently with the opportunity for contact with vulnerable groups | |  |  | |  | | |  | |  | will require an Enhanced Disclosure | | | |
|  |  | |  |  | |  | | |  | |  |  | | | |
|  | Working in a role which gives | |  |  |  | | | | |  |  | If Yes, the post holder | | | |
|  | opportunity for access to sensitive records about vulnerable groups | |  |  | |  | | |  | |  | will require a Enhanced Disclosure | | | |
|  | |  |  | |  | | |  | |  |  | | | |
| Position listed as requiring DBS | |  |  |  | | | | |  |  | If Yes, the post holder | | | |
| check | |  |  | |  | | |  | |  | will require an Enhanced Disclosure | | | |

**Dormston School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.  All posts within the school will require Enhanced DBS Clearance, ID and Qualification Checks.**