

## ADMINISTRATIVE SUPPORT ASSISTANT: PERSON SPECIFICATION

Attributes	Essential	Desirable	Evidence
Education, Training and Qualifications	<ul style="list-style-type: none"> <li>• Five GCSEs grade C or above, including Maths and English</li> </ul>	<ul style="list-style-type: none"> <li>• Level 3 or higher qualifications</li> <li>• Evidence of recent and relevant training</li> <li>• First aid qualification</li> </ul>	Application form and letter
Experience and Knowledge	<ul style="list-style-type: none"> <li>• Understand the challenges associated with inclusion within an urban environment</li> <li>• Working as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>• Working effectively in an education environment or with young people</li> </ul>	Application form, letter and reference
Skills and Abilities	<ul style="list-style-type: none"> <li>• Anticipate problems, develop creative solutions</li> <li>• Listen to and reflect on feedback from others</li> <li>• High level of verbal and non-verbal communication skills</li> <li>• Strong level of ICT skills</li> <li>• Excellent presentation skills</li> <li>• Excellent personal presentation</li> <li>• Able to build and maintain positive relationships with individuals</li> <li>• Prioritise, plan and organise self</li> </ul>	<ul style="list-style-type: none"> <li>• Use of SIMS or equivalent</li> </ul>	Letter References Interview
Motivation and Personality	<ul style="list-style-type: none"> <li>• An interest in educational issues</li> <li>• A commitment to inclusion</li> <li>• Positive attitude</li> <li>• Genuine concern for the welfare of others</li> <li>• Initiative and self-motivator</li> <li>• Calm disposition</li> <li>• Approachable with a good sense of humour</li> </ul>		Letter References Interview
Personal	<ul style="list-style-type: none"> <li>• Willing to accept the demands and challenges of the post and respond in a flexible manner</li> <li>• Committed to safeguarding and promoting the welfare of students and Ash manor School</li> </ul>		References Interview
Safeguarding	<p><b>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. The post holder will be subject to enhanced Disclosure and Barring Service (DBS) checks prior to commencing employment.</b></p>		