



Metropolitan Borough of Wirral

Employee Specification Form

Post Number	
Job Title	Administration Assistant
Department	Black Horse Hill Infant School
Prepared by and date	Morris 21.11.2023

Important - Study "Explanatory Notes" printed overleaf before completing form

Essential Personal Attributes	Stage Identified	Desirable Personal Attributes	Stage Identified
Qualifications <ul style="list-style-type: none"> A good standard of general education with excellent literacy/numeracy skills 	Application	<ul style="list-style-type: none"> Up to date Safeguarding Training (Level 1) 	App/Int
Experience <ul style="list-style-type: none"> Office/clerical/reception experience A range of administrative activities including knowledge of various IT packages and systems Experience in the use of office equipment Relevant personal and professional development Working in an environment where experiences include taking initiative, self motivation and maintaining confidentiality. Working as a member of a team 	App/Int	<ul style="list-style-type: none"> Experience of working in a school office Experience dealing with people by telephone and face to face Experience setting up and/or maintaining manual and computerised systems Ability to communicate effectively verbally and in writing to parents/carers and other Stakeholders. 	App/Int
Knowledge and skills <ul style="list-style-type: none"> Good listening, oral and literacy skills Organising time and working to deadlines An excellent proficiency in the use of ICT software, including Microsoft Word, Excel and email. Be able to maintain confidentiality Have a positive attitude to personal development and training 	App/Int	<ul style="list-style-type: none"> Good knowledge of SIMS, FMS, Attendance, ParentPay and Tapestry Knowledge of how to maintain a school inventory 	App/Int
Special Requirements <ul style="list-style-type: none"> Articulate, well-motivated and reliable Positive and friendly manner when dealing with others personally and by telephone A professional calm manner with the ability to respond positively to staff and other clients of the school Ability to work flexibly to meet the changing demands of office work Commitment to safeguarding through the ability to provide a caring, happy, safe and secure environment 	App/Int	<ul style="list-style-type: none"> Awareness of safeguarding issues and child protection procedures 	App/Int

Employee Specification Form

These notes should be studied carefully before completing the form overleaf.

List the personal attributes required to fulfil the duties listed in the job description.

They must be:

- set at a level appropriate to the work to be done and *not* higher than necessary
- stated clearly and specifically
- entirely job related

Essential or Desirable

- Essential

Those requirements without which a candidate would be simply unable to do the job.

Any candidate who does not meet the essential requirements must be rejected.

Examples could be the possession of current driving licence or relevant qualification.

- Desirable

Those requirements which are desirable, but not essential.

A candidate should not be rejected for failing to meet any single desirable requirement.

Examples for certain jobs could be local government experience or knowledge of new technology.

Personal Attributes

- Qualifications

What qualifications, if any, should the postholder possess?

To what level

- Experience

What experience, if any, is relevant?

- Knowledge and Skills

Is there any knowledge (other than that covered by qualifications listed) or skills which are relevant? What should the postholder be able to do?

Do not list attributes which cannot be measured, eg “pleasant personality”, “flexible outlook”. Identify only what the postholder needs to do that requires him/her to be pleasant and flexible. Is it that the person needs to communicate effectively with callers (pleasant) or will need to work flexible hours (flexible).

Try to specify the levels of skills that are required, eg if numeracy is specified as a requirement, you should indicate the levels of skill, ie keeping records of petty cash or able to control and monitor substantial budgets.

- Special Requirements

Are there any conditions of service which differ from the norm and with which the postholder must comply? Eg live-in requirements, flexible working hours, weekend working.

Stage Identified

Indicate at which stage in the selection process the personal attribute is to be identified, eg application form, interview, tests, references, etc