

BRACKNELL FOREST BOROUGH COUNCIL

PERSON SPECIFICATION

JOB TITLE: ADMINISTRATIVE ASSISTANT	SECTION:
DEPARTMENT: EDUCATION	POST NUMBER:

KEY CRITERIA	ESSENTIAL	DESIRABLE
Qualifications And Training	<p>Good numeracy and literacy</p> <p>Good keyboard skills</p> <p>Computer literacy (MS Office experience, including word-processing, spreadsheets and e-mail)</p>	
Competence Summary (Knowledge, abilities, skills, experience)	<p>Experience of general clerical/administrative work in a small team setting.</p> <p>Good understanding of and ability to use relevant equipment e.g., computer, photocopier, fax machine.</p> <p>Knowledge of basic first aid.</p> <p>Able to follow administrative procedures, understand and follow instructions.</p> <p>Able to work with IT based finance systems.</p> <p>Able to relate well to children and adults. Deal sensitively with parent, pupils and colleagues in person and by telephone.</p> <p>Able to prioritise own workload and work to competing deadlines.</p> <p>Able to work on own initiative and constructively as part of team.</p> <p>Good personal communication skills.</p>	<p>Experience of working within a learning environment.</p>

Work-related Personal Requirements	Committed to equality of opportunity Ability to maintain strict confidentiality of information received and processed as part of the job role	
Other Work Requirements	Participate in training and development opportunities	