

PERSON SPECIFICATION

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. The level of check required for this job is Enhanced Disclosure.

JOB TITLE: Administrative Assistant – including Reprographics GRADE: 3

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Educated to GCSE level or equivalent including C or above in English & Mathematics.		Certificates at Interview stage
Experience	General office and administration skills Able to work on own initiative	Working in a school environment preferably in a reprographics department.	Application Form Interview
Job related Knowledge	Ability to use computers. Knowledge and ability to competently use Microsoft Office including Word, Excel, Outlook and Publisher Experience in using full range of office equipment and machinery, laptops, videos, TV's, cameras and photocopiers etc	Knowledge of databases i.e. SIMS	Application Form Interview

Skills and Aptitudes	<p>Good communicator both written and oral</p> <p>Visual – awareness of colour, presentation and design for immediate impact of document and professional image of the school.</p> <p>Ability to work to tight deadlines and under pressure</p> <p>Excellent time management and organisational skills</p> <p>A team player with a “can do” approach</p>	<p>Lateral thinker / problem solver</p> <p>Calm approach to work and ability to meet tight deadlines during busy periods.</p>	<p>Application Form Interview</p>
Other requirements	<p>Self-motivated</p> <p>Able to move around the school carrying boxes of paper, climbing ladders to update notice boards</p> <p>Discretion in accessing data and confidentiality</p> <p>Committed to Safeguarding</p> <p>First Aid support</p>	<p>An understanding of a school environment</p>	<p>Interview</p>

Cheshire East Council is committed to supporting people with disabilities and will make reasonable adjustments to these requirements where this enables a disabled person to do the job effectively.