



Employee Specification Form

Post Number	E175/11/01
Job Title	Administration Assistant (Band B – 39 weeks (school year plus 5 INSET Days)
Department	Bidston Avenue Primary School
Prepared by / date	Headteacher – October 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"> Maths GCSE (or equivalent) Grade C or above English GCSE (or equivalent) Grade C or above 	A	<ul style="list-style-type: none"> IT Qualification Other relevant qualifications e.g. First Aid or qualifications relating to working in an office and/or with children 	A
Experience <ul style="list-style-type: none"> Recent administrative experience and reception duties Experience of word processing, databases, data inputting / handling Able to manage electronic calendars and appointments (Outlook/O365) 	A/I	<ul style="list-style-type: none"> Experience of working in a busy school office Experience of information management systems e.g., SIMs 	A
Knowledge and skills <ul style="list-style-type: none"> Excellent interpersonal skills Knowledge of office procedures and systems e.g., telephones, filing, photocopying Strong organisational and time management skills Ability to provide clerical/administrative/secretarial support to the Leadership team Proficient in the use of IT software including Microsoft Office and Google Ability to work to deadlines Able to communicate effectively orally and in writing 	A/I	<ul style="list-style-type: none"> Ability to work to tight deadlines Proactive in supporting the needs of staff & pupils Ability to communicate with parents and carers Knowledge of good practice, policies and procedures including child protection and GDPR 	A/I
Special Requirements / Personal Attributes <ul style="list-style-type: none"> Professional manner and personal integrity The ability to work alone (managing own time effectively) and as part of a team A flexible approach to working in an office with a wide range of duties Punctual with excellent attendance A willingness and ability to learn and apply procedures accurately Methodical, motivated and reliable Positive and friendly manner when interacting with visitors and stakeholders The ability to respond quickly and positively to the changing demands of a busy team Participate in appropriate training and CPD An excellent role model for our children 	A/I		A/I

Employee Specification Form – Guidance for Applicants

These guidance notes should be studied carefully before completing the Job Application Form (M05).

What is the purpose of an Employee Specification Form?

The Employee Specification Form lists the personal attributes required to fulfil the duties listed in the Job Description (M03).

What are personal attributes?

The personal attributes are the qualifications, experience, knowledge and skills and any special requirements that are required to be able to fulfil the duties of the post.

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

What are essential personal attributes?

These are the personal attributes without which a person would simply be unable to do the job.

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

Any applicant who does not meet all of the essential requirements will not be shortlisted (unless the stage identified is not at application).

*Any Disabled applicant who meets all of the essential requirements **must** be shortlisted for interview.*

What are desirable attributes?

These are the personal attributes which are desirable, **but not essential**.

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

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

What are the Stages Identified?

These are the stages in the selection process that the personal attribute is to be identified, eg application form, interview, tests, references, etc.

How should I use the Employee Specification when completing my Job Application Form?

You should refer to the personal attributes listed on the Employee Specification Form and use them to state clearly how you meet each of them on Section A4 of the Job Application Form (M05). You should start with the essential requirements and then the desirable requirements. You should also demonstrate how you meet them (give examples).

Failure to state how you meet an essential requirement (if identified as Application stage) will result in you not being long/shortlisted for interview/the next stage.