

Brookfield Community School



Person Specification: Assistant Administrator/Curriculum Support

The following criteria, which have not been prioritised, will contribute to a person specification for this post:

Criteria	Essential (E) Or Desirable (D)
Commitment to high quality work – a “completer/finisher”	E
Accurate and attentive to detail	E
Flexible, adaptable and able to cope with pressure	E
A good communicator	E
A sense of humour and sense of purpose	E
Ability to work as part of a team and independently	E
Ability to manage own workload	E
Ability to act on own initiative, investigating new systems as appropriate	E
ICT literate	E
Confident and diplomatic telephone manner	E
Efficient in the storage and retrieval of information	E
Good keyboard skills	E
Good Inter-personal skills	E
Respects confidentiality	E
Awareness of own strengths / weaknesses in light of professional development	E
Ability to draft correspondence not of a routine nature	D
Have proven literacy and numeracy skills.	D
Have proven organisational ability.	D

“This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Criminal Records Bureau checks along with other relevant employment checks.”