



PART-TIME OFFICE SUPPORT ASSISTANT PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

Factor	Essential	Desirable	Ascertained by
Knowledge/ qualifications	<ul style="list-style-type: none"> • Knowledge of spreadsheets and word processing packages 	Knowledge of Microsoft Teams	References Interview
Experience	<ul style="list-style-type: none"> • Experience of working within a busy, diverse environment 	Some experience of dealing with children	Application Interview
Skills and Qualities	<ul style="list-style-type: none"> • Good general communication skills • Good telephone manner • Good organisational skills – able to prioritise workload • Tact, diplomacy, confidentiality and sensitivity are paramount to this post • Ability to use Word, Excel, Outlook • Ability to work independently but also as part of a team • Ability to speak with confidence and accuracy, using accurate sentence structures and vocabulary 		Interview References
Personal Characteristics	<ul style="list-style-type: none"> • Approachable • Committed • Enthusiastic • Able to motivate self and others • Well-organised • Patient and flexible 	Reflective of practice, receiving feedback, and implementing change	Application References Interview
Other	<ul style="list-style-type: none"> • A commitment to equality and diversity • A commitment to Safeguarding 		Application Interview