



## **School Office Admin Assistant Admin Assistant Person Specification**

**(E)** = Essential

**(D)** = Desirable

**Important!** Engaging Potential works with young people of secondary school age who have Social, Emotional and Mental Health Difficulties (SEMH) whom require an alternative to mainstream schooling. Our young people typically present very challenging behaviours and your personal and emotional resources are under pressure every day.

**Experience:** - We require the candidates to show evidence of:

- Experience of working in an administration role **(E)**
- Excellent ITC Skills (Word, Excel, Outlook, Sage and Bespoke Systems) **(E)**
- Multitasking and Managing own time effectively **(E)**
- Working effectively as part of a team **(E)**
- Working with individuals with behaviour, emotional, social and education difficulties **(D)**

### **Qualifications:**

- Willingness and ability to undertake further training towards recognised qualifications and continuous professional development required by Engaging Potential in line with the requirements of the post **(E)**
- An I.T. qualification would be advantageous **(D)**
- Commitment to continuous professional development – own and that of team members **(E)**

(N.B. Finding people with the right personal qualities is as important to us as formal qualifications, though the successful applicant will be keen to continue their professional development and qualification.)

### **Skills**

- Excellent organisational skills **(E)**
- Able to communicate well in person and on paper with excellent interpersonal skills **(E)**
- Ability to work with little or no supervision as and when required **(E)**
- Ability to organise own work as and when required and to keep records and carry out all associated administration **(E)**

### **Personal Qualities**

The candidate must demonstrate:

- Commitment to equality of opportunity and motivation to promote this, along with a positive attitude to young people **(E)**
- An ability and willingness to respond positively and effectively to change and new ideas **(E)**
- A commitment to a person – centred, holistic and non-judgmental approach **(E)**
- Persistence, enthusiasm and patience **(E)**

- A strong belief in the potential of, and a positive attitude towards, young people, including those who present challenging behaviour **(E)**
- Reliability and ability to apply procedures as required **(E)**
- Effective personal boundaries **(E)**

**Equal Opportunities: Statement of Intent.**

Engaging Potential aspires to equality of opportunity in its recruitment and professional practices (i.e. applicable to programme young people and to staff) and will not tolerate discrimination on the basis of gender; nationality; race; ethnicity; age; disability status; sexual orientation; religion; belief; creed or any other grounds which may lead to discrimination. The management team encourage contact from anybody with concerns or comments about Engaging Potential's policies or practices.

Engaging Potential is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be expected to undergo the necessary DBS and other relevant clearance checks.