

## **Jesmond Park Academy**

### **Person Specification**

#### **VLE, MIS and Data Administration Support Assistant**

##### **Part A**

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

- 1 Awareness of job role in I.T. environment
- 2 Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Microsoft Excel)
- 3 Good numeracy and literacy skills
- 4 Basic Health & Safety awareness
- 5 4 GCSE grade C (or equivalent) including Maths and English Language

##### **Part B**

The following criteria will be further explored at the interview stage:

- 6 Good written and verbal communication skills
- 7 Able to interpret and follow written and oral instructions
- 8 Ability to plan and prioritise allocated tasks within prescribed timescales
- 9 Able to work as part of a team and on own initiative where appropriate
- 10 Commitment to continuous professional development

##### **Additional Requirements**

- 1 Enhanced Certificate of Disclosure from the Disclosure and Barring Service.
- 2 Additional criminal record checks if applicant has lived outside the UK
- 3 Barred List Check
- 4 Medical clearance
- 5 Two references from current and previous employers (or education establishment if applicant not in employment)