

**CHILDREN'S CENTRE ASSISTANT / ADMINISTRATOR –
 ARLESEY CHILDREN'S CENTRES
 PERSON SPECIFICATION**

	Essential	Desirable
Education / Qualifications	General education to GCSE standard.	<ul style="list-style-type: none"> • Computer Qualifications e.g. European Computer Driving Licence • First Aid qualification • Food Hygiene Certificate
Experience	<ul style="list-style-type: none"> • Experience of administrative office procedures • Experience of working effectively both within a team and independently • Experience of working with children and/or families 	<ul style="list-style-type: none"> • Experience of Microsoft Outlook and other Microsoft programmes – e.g. Publisher • Experience of working on databases. • Experience of working with staff from other agencies • Experience of dealing with the public
Knowledge and Understanding	<ul style="list-style-type: none"> • An understanding of, and commitment to, equality principles and practices. • Clear understanding of the meaning of confidentiality • Commitment to safe guarding children (child protection) • Competent IT skills 	
Skills & Abilities	<ul style="list-style-type: none"> • Good organisational skills • Have a good telephone manner • To be able to communicate supportively, tactfully and objectively with parents/ carers, children and other staff and visitors • To have a proactive and flexible approach to service delivery in order to meet the needs of the community • Able to self manage a varied workload 	
Disposition	<ul style="list-style-type: none"> • Courteous and polite • Adaptable, friendly and approachable • To have a positive approach 	
General	<ul style="list-style-type: none"> • Car driver with a clean licence and business insurance and ability to access a car for work purposes • Ability to travel within the defined areas for the Children's Centre. 	<ul style="list-style-type: none"> • Willingness to undertake wider travel if necessary • Willingness to undertake further training if required