



CARDINAL NEWMAN CATHOLIC SCHOOL

Person Specification

Administrative Assistant - Support to Leadership Team

	Criteria
Relevant Experience/Qualifications	<ul style="list-style-type: none"> ▪ Demonstrate strong literacy and numeracy skills through previous experience and working knowledge. ▪ Good IT skills in Microsoft Applications, word, excel, publisher and Outlook. ▪ Arbor experience is desirable but not essential. ▪ Experience of working in a busy environment and prioritising competing demands. ▪ Excellent communication skills, both written and spoken. ▪ Experience of recruitment processes in accordance with the Safer Recruitment process. ▪ Experience of working in a school office environment.
Relevant Skills and Aptitudes	<ul style="list-style-type: none"> ▪ Able to liaise and communicate effectively with staff, parents, children and others by telephone and on an interpersonal level to obtain and give information in a courteous way and to resolve queries and filter callers where appropriate. ▪ Ability to prioritise workload to meet deadlines, cope with interruptions, perform accurately and remain calm under pressure. ▪ Ability to work without close supervision. Be able to take direction and be approachable. ▪ Excellent organisational skills; Adaptable and flexible in approach to work. ▪ Attention to detail. ▪ Ability to draft letters and compose replies, and produce statistics and reports as required. ▪ Dynamic and enthusiastic. ▪ To recognise the importance of, and maintain security and confidentiality within, the guidelines of the Child Protection Act and General Data Protection Regulations. ▪ Able and willing to undertake staff training and development courses
Special Requirements	<ul style="list-style-type: none"> ▪ An awareness of responsibilities for health and safety of themselves and others. ▪ Successful and satisfactory background check received from Disclosure and Barring Service (DBS) after interview and before appointment. ▪ A commitment to safeguarding children.

Reviewed: 15th June 2023

