

Administrative Assistant

Person Specification

January 2024

We are looking for the person who comes with the solution & not the problem...

	CRITERIA	ESSENTIAL	DESIRABLE	IDENTIFIED
1	Faith Commitment	Knowledgeable, supportive and sensitive to the Catholic ethos of our school, our aims, objectives and Mission Statement On occasions prepared to attend religious services/meetings outside of school day/week	Practising Catholic	Application form Interview
2	Qualifications	GCSE Grade C or above in Maths and English (or equivalent)	Evidence of commitment to further professional development First Aid qualification	Application Certificates
2	Knowledge	Demonstrate a good standard of education particularly very good literacy, numeracy Experienced in using IT Experience of working in a busy administrative environment, dealing with sensitive and confidential matters Understanding of relevant codes of practice and/or legislation A good understanding of national safeguarding requirements and how these apply to school life	Experience of working in a school Experience of SIMS Having an understanding of GDPR	Application form Interview References

3	Skills & Abilities	<p>Attention to detail and ability to produce accurate documentation and reports</p> <p>Organisation and prioritisation skills to effectively manage a large and ever changing workload</p> <p>Strong communication skills to effectively and confidentially deal with parents, children, staff and visitors in person, via the telephone and email</p> <p>Flexible and adaptable to the changing priorities of the school</p> <p>Ability to work independently and as part of a team</p> <p>Ability to maintain good sense of humour</p> <p>Ability to work under pressure whilst remaining calm and pleasant</p> <p>Ability to work independently and also to seek advice and support when appropriate</p>	Willingness to take part in training and development	<p>Application form</p> <p>Interview</p> <p>Test</p> <p>References</p>
4	Personal Qualities	<p>A positive role model for children and adults</p> <p>High level of energy, enthusiasm and a passion for working with children</p> <p>Displays warmth, care and sensitivity in dealing with children and adults</p> <p>Open minded, creative and adaptable to changing circumstances</p> <p>Willingness to be involved in the wider life of the school</p>		<p>Application form</p> <p>Interview</p> <p>References</p>