**ST LEONARD’S RC PRIMARY**

**Administration Assitant**

**PERSONAL SPECIFICATION**

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| **Factors**  | **Essential**  | **Desirable**  | **Assessment Method**  |
| **Qualifications**  | * NVQ Level 2 or equivalent
* 5 GCSE’s Grade C or above
* First Aid qualification or the willingness to achieve first aid qualification
 | * CSBM – Certificate in School Business Management

  | Application FormCertificates |
| **Experience**  | * At least 2 years experience working in a busy office environment
* Experience of working with financial systems and handling money
* Experience of dealing with customers
 | * Experience of working within an educational environment or school office
 | Application Form Interview References |
| **Knowledge and Skills**  | * Proficient in the use of Word, Excel, e-mail and databases
* Excellent written and verbal communication at all levels
* Good organisational and time management skills
* Excellent customer care skills
* Ability to retain and relay accurate information
* Ability to prioritise workload and meet deadlines
* Understanding of safeguarding procedures
 | * Knowledge of SIMS
* Knowledge of online payment systems
 | Application Form Interview ReferencesAssessment |
| **Personal Qualities**  | * Highly developed interpersonal skills, including influencing skills
* Willingness to constructively challenge the work of self and others to continually improve own and team performance
* Ability to work as part of a team
 |  | Application Form InterviewReferencesAssessment |
| **Work Related Circumstances** | * Willingness to commit to Catholic ethos of the school
* Approachable and friendly
* Flexible and adaptable approach to work
* Able to handle confidential and sensitive issues appropriately
 |  | Application Form InterviewReferences |