**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 Form  Certificates |
| **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  References  Assessment |
| **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  Interview  References  Assessment |
| **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  Interview  References |