



## **ST JOSEPH'S CATHOLIC ACADEMY**

### **PERSON SPECIFICATION**

**POST TITLE:** Administrative Assistant

**GRADE:** Band 4

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Educational Attainment</b>	<ul style="list-style-type: none"> <li>NVQ 2 in a relevant field or equivalent qualification or experience in a relevant discipline</li> <li>At least 5 GCSE's or equivalent, Grade C or above including Maths and English</li> <li>Good numeracy and literacy skills</li> </ul>	<ul style="list-style-type: none"> <li>Relevant administration qualification (NVQ Level 3 and beyond/Diploma etc)</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>Experience of general clerical/administrative/ financial work</li> <li>Experience of communicating with various stakeholders internal and external to an organisation both written and verbally</li> <li>Experience of IT packages including Word, Excel and a management information system</li> <li>Experience of applying and updating agreed policies and procedures/systems of work</li> </ul>	<ul style="list-style-type: none"> <li>Administrative and clerical experience gained in school or educational establishment</li> <li>Experience of working on a reception</li> </ul>	<ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>Assessment</li> </ul>
<b>Knowledge/ Skills/ Aptitudes</b>	<ul style="list-style-type: none"> <li>Knowledge of relevant policies/codes of practice and awareness of relevant legislation</li> <li>Ability to relate to children and young adults</li> <li>Ability to work as a member of a team and use your own initiative</li> <li>Ability to prioritise and meet deadlines.</li> <li>Ability to work effectively under pressure and without supervision.</li> </ul>	<ul style="list-style-type: none"> <li>Effective planning and time management skills</li> </ul>	<ul style="list-style-type: none"> <li>Interview</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>Willingness to undertake training and development</li> <li>Ability to learn from self-</li> </ul>		<ul style="list-style-type: none"> <li>Interview</li> </ul>

	evaluation <ul style="list-style-type: none"> <li>• Committed to the principles of equality and diversity</li> </ul>		
<b>Circumstances</b>	<ul style="list-style-type: none"> <li>• Able to work outside normal office hours if required (not a day-to-day requirement)</li> <li>• Enhanced clearance from the Disclosure and Barring Service</li> </ul>		<ul style="list-style-type: none"> <li>• DBS Check</li> </ul>