**East Stanley School**

**Administrative Assistant**

**27 hours per week**

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| CRITERIA | ESSENTIAL | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | Completed Durham County Council Support Staff Application FormWell-structured letter explaining your suitability for the post (maximum of 250 words)  * References to be taken up after successful shortlisting |  | * Application Form * References |
| QUALIFICATIONS | 5 GCSEs including Maths and English (Grade A-C) or equivalentNVQ level 3 in Administration |  | * Application form * Interview |
| EXPERIENCE | * Experience working in a busy office * Experience of preparing money for banking. | * Experience of working in a school busy office | * Application form * References |
| SKILLS, KNOWLEDGE and APTITUDE | * Good ICT skills including a working knowledge of Microsoft Office packages including: Word and Excel * Experience of working with SIMS and FMS * Competent in carrying out general office tasks including Reception duties * Ability to prioritise a varied workload * Ability to work under pressure * Excellent time management and organisational skills * Good team player * Demonstrate an awareness of Child Protection issues |  | * Application form * Interview tests * References * Interview |
| PERSONAL ATTRIBUTES | * Personable, honest, reliable and trustworthy * Adaptable and flexible * Ability to work on own initiative * Ability to work effectively as an individual and as a team member * Ability to communicate effectively with parents, staff and children * Pro-active approach to work * Discretion and confidentiality * Good sense of humour, patience and understanding |  | * Interview * Interview Tests * References |