**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
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| QUALIFICATIONS |  5 GCSEs including Maths and English (Grade A-C) or equivalentNVQ level 3 in Administration |  | * Application form
* Interview
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| EXPERIENCE | * Experience working in a busy office
* Experience of preparing money for banking.
 | * Experience of working in a school busy office
 | * Application form
* References
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| 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
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| 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
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