

Gosforth Central Middle SchoolAdministrative Assistant, 21 hours per week

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ul style="list-style-type: none">Completed Newcastle Council Support Staff Application and Safe Recruitment FormsWell-structured letter explaining your suitability for the post (maximum of 250 words)References to be taken up after successful shortlisting		<ul style="list-style-type: none">Application FormReferences
QUALIFICATIONS	<ul style="list-style-type: none">5 GCSEs including Maths and English (Grade A-C) or equivalentNVQ level 3 in Administration	<ul style="list-style-type: none">Relevant current First Aid qualifications	<ul style="list-style-type: none">Application formInterview
EXPERIENCE	<ul style="list-style-type: none">Experience working in a busy officeExperience in providing a high level of customer service	<ul style="list-style-type: none">Experience of working in a school or educational environment	<ul style="list-style-type: none">Application formReferences
SKILLS, KNOWLEDGE and APTITUDE	<ul style="list-style-type: none">Good ICT skills including a working knowledge of Microsoft Office packages including: Word and ExcelExperience of working with school MIS systemsCompetent in carrying out general office tasks including Reception dutiesAbility to prioritise a varied workloadAbility to work to tight deadlinesExcellent time management and organisational skillsGood team playerDemonstrate an awareness of Child Protection issues	<ul style="list-style-type: none">Experience of using specific systems including Arbor, ParentPay, Pebble Fund ManagerExperience of use of WordPress to update school websites	<ul style="list-style-type: none">Application formInterview testsReferencesInterview
PERSONAL ATTRIBUTES	<ul style="list-style-type: none">Personable, honest, reliable and trustworthyAdaptable and flexibleAbility to work on own initiativeAbility to work effectively as an individual and as a team memberAbility to communicate effectively with parents, staff and childrenPro-active approach to workDiscretion and confidentialityGood sense of humour, patience and understanding		<ul style="list-style-type: none">InterviewInterview TestsReferences