Lanchester EP Primary School

Administrative Assistant – Maternity Cover

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| CRITERIA | ESSENTIAL | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | Include a well-structured letter of explaining your suitability for the post (maximum of 250 words) |  | Recruitment Test |
| QUALIFICATIONS | 5 GCSEs ( A - C ) including Maths and English or equivalent | * Evidence of continued professional development * Word Processing Certificates * Relevant ICT Certificates | Application form |
| EXPERIENCE | * Experience working in a busy office * Experience of using Microsoft Office in the workplace | * Experience of working in a school office * Experience of working with SIMS and SIMS FMS systems * Experience of working with financial management systems | Application form  References |
| SKILLS, KNOWLEDGE and APTITUDE | * Excellent ICT skills – working knowledge of Microsoft Office packages including: Word, Excel, Publisher and emails * Ability to prioritise a varied workload * Ability to work under pressure * Excellent time management and organisational skills * Excellent communication skills * Good team player |  | Application form  Interview tests  References |
| PERSONAL ATTRIBUTES | * Calm pleasant manner * Good communication skills with both visitors and staff * Pro-active approach to work * Discretion and confidentiality * Ability to make decisions * Good sense of humour, patience and understanding * Supportive of the Christian ethos |  | Application Form  Interview  References |