

**ARCHBISHOP RUNCIE CHURCH OF ENGLAND (VA) FIRST  
SCHOOL**

**ADMINISTRATIVE ASSISTANT  
PERSON SPECIFICATION**



FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. <b>SKILLS, KNOWLEDGE AND APTITUDES</b>	<ul style="list-style-type: none"> <li>• excellent written &amp; verbal communication skills</li> <li>• ability to provide courteous and efficient reception service</li> <li>• conversant with the use of IT systems including Excel</li> <li>• ability to prioritise workload &amp; work to tight deadlines</li> <li>• effective organisational skills</li> <li>• ability to use initiative</li> <li>• knowledge of invoice and processing systems</li> <li>• ability to keep spreadsheets up to date</li> <li>• ability to manage ParentMail (with training)</li> </ul>	<ul style="list-style-type: none"> <li>• knowledge of LEA financial procedures</li> <li>• customer service skills</li> <li>• detailed knowledge of accounting systems and budget management</li> </ul>	Application Interview Reference
2. <b>QUALIFICATIONS AND TRAINING</b>	<ul style="list-style-type: none"> <li>• good general standard of education</li> <li>• formal qualifications at GCSE grade C (or equivalent) or above in English Language &amp; mathematics</li> </ul>	<ul style="list-style-type: none"> <li>• higher level qualifications e.g. A level</li> <li>• qualification in book-keeping or basic accountancy</li> </ul>	Certificates Application Interview
3. <b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• cashless and cash collection systems</li> <li>• accounting</li> </ul>	<ul style="list-style-type: none"> <li>• working in a school environment</li> <li>• promoting parent / church /</li> </ul>	Application Interview References

	<ul style="list-style-type: none"> <li>• manual and computerised information and recording systems</li> <li>• dealing with telephone &amp; face to face enquiries</li> </ul>	<p>community links</p> <ul style="list-style-type: none"> <li>• liaison with external agencies and suppliers</li> </ul>	
<b>4.</b> <b>DISPOSITION</b>	<ul style="list-style-type: none"> <li>• reliable &amp; self reliant</li> <li>• flexible</li> <li>• tact &amp; discretion</li> <li>• willing to undertake training as required</li> <li>• team player</li> <li>• confident with a range of contacts</li> <li>• sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• understanding of successful relationships with:             <ul style="list-style-type: none"> <li>• pupils</li> <li>• staff</li> <li>• parents/community</li> </ul> </li> <li>• objectivity</li> </ul>	Interview References
<b>5.</b> <b>SPECIAL REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• ability to support the aims and ethos of our Church school</li> <li>• good health record</li> <li>• enhanced DBS clearance</li> </ul>		Interview References DBS certificate