**St Mary Magdalen’s RC Primary School**

Admin Assistant – Grade 1 – Full Time – 30 hours term time only (6 hours per day).

Personal Specification and Criteria for Selection

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **EVIDENCED BY** |
| **APPLICATION** | * Well-structured application form and supporting letter indicating employment history and experience gained. * Application well supported by references. |  | Application, Letter  References |
| **QUALIFICATIONS** | * NVQ Level 3 Business and Administration qualification or equivalent. * GCSE English and Maths grades A-C or equivalent. * Willingness to undertake further training. | * Further/additional school administrator qualifications. | Application, Letter, References |
| **KNOWLEDGE & EXPERIENCE** | * Proficient in the use of the full range of Microsoft Office applications, including word and excel. * Ability to manage a very busy office environment, with the skills to organise, prioritise and deal with multiple tasks whilst meeting deadlines. | * Previous experience of working in a busy school office. | Application, Letter, References, Interview |
| **SKILLS and**  **APTITUDES** | 1. Be a strong team player, working confidently with all colleagues and stakeholders at all levels. 2. Be a clear, open and friendly communicator who can develop and maintain good working relationships with a wide variety of people. 3. Be confident to take a proactive approach to all issues and act on initiative when needed. 4. Excellent literacy skills including spelling, grammar and punctuation. 5. Excellent numeracy skills. 6. Have a knowledge and understanding of Safeguarding, Confidentiality, Equal Opportunities and Data Protection, Health & Safety policies, in relation to education. |  | Application, Letter, References, Interview |
| **PERSONAL ATTRIBUTES** | * To be positive, highly motivated and enthusiastic. * Maintain confidentiality at all times. * Display sensitivity, tact and diplomacy in all situations and react flexibly in responding to rapidly changing circumstances. * Be well-organised, with a calm and proactive approach. * Be able to use own initiative. * Be dependable and reliable. * Be an effective team leader/member. * Have a flexible approach and an ability to respond to changes in circumstances - the ability to think on your feet! * Hold a satisfactory Enhanced DBS check, Pre-employment Health check and supportive references. * Be willing and able to uphold and support the Catholic ethos of the school. | * A fundamental desire to work within the Catholic ethos of the school and to positively promote the school within the community. | Application, Letter, References, Interview |