**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, LetterReferences |
| **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  |