**ST JAMES’ CATHOLIC PRIMARY SCHOOL PART OF**

**BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

**PERSON SPECIFICATION**

**POST TITLE:** Administrative Assistant

**GRADE:** RLW £21,029 (whole time salary) £7,214 (pro-rata salary)

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|  | **ESSENTIAL** | **DESIRABLE** | **METHOD OF**  **ASSESSMENT** |
| **Educational Attainment** | * NVQ 3 in Administration or equivalent * GCSE English and Maths or above | * Further qualifications in Administration | * Application Form * Interview * Certificates |
| **Work**  **Experience** | * Significant experience of working in an office environment * Developing, managing and operating clerical/financial and organisational systems * Experience of establishing and maintaining database systems | * Experience of working in a school/education office environment * Experience of establishing and maintaining school based systems. | * Application Form * Interview * References * Selection Day |
| **Knowledge/**  **Skills/**  **Aptitudes** | * Competent in using Microsoft Office * Knowledge of financial management and reporting * Excellent written and verbal communication skills * Excellent organisational skills * Problem solving, negotiation and decision making skills * Knowledge and understanding of safeguarding * Experience of data analysis | * Knowledge of all office procedures relating to an educational environment | * Interview * References * Selection Day |
| **Disposition** | * Able to cope under pressure and meet strict deadlines * Highly developed interpersonal skills, including influencing skills * Ability to use initiative * Ability to work as part of a team * To respect and preserve the Catholic ethos of the school. * Willingness to undertake training and development * Able to relate well to children and adults |  | * Interview * References * Selection Day |
| **Circumstances** | * Enhanced Disclosure from the Disclosure and Barring Service |  | * DBS Check |