**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
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| **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
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| **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
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| **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
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| **Circumstances**  | * Enhanced Disclosure from the Disclosure and Barring Service
 |   | * DBS Check
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