



St. Cuthbert's Catholic Primary School

www.stcuthbertsrcprimary.co.uk

St Cuthbert's Catholic Primary School
Lovaine Place, North Shields
NE29 0BU
T: 0191 691 9876

Email: office@stcuthberts.email
Headteacher: Mr Shaun Dillon

PERSON SPECIFICATION

POST TITLE: Admin Assistant

GRADE: N3

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment		NVQ Level 2 in Business Administration or equivalent	<ul style="list-style-type: none">• Application Form
Work Experience	<ul style="list-style-type: none">• Experience of clerical work	<ul style="list-style-type: none">• Experience of working in a school/educational establishment	<ul style="list-style-type: none">• Application Form• Interview• Assessment
Knowledge/ Skills/ Aptitude	<ul style="list-style-type: none">• Good keyboarding skills• Use of ICT including word processing and data input• Ability to use relevant office equipment (keyboard, photocopier)• Good numeracy/literacy skills		
Disposition	<ul style="list-style-type: none">• Flexible in working arrangements• Willingness to undertake training and development• Ability to relate well to children and adults• Team player• Ability to learn from self-evaluation• Committed to the principles of equality and diversity		<ul style="list-style-type: none">• Interview



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