

PERSON SPECIFICATION Administrative Assistant (Grade 3)

QUALITIES & ATTRIBUTES	ESSENTIAL	DESIRABLE
QUALIFICATIONS / TRAINING	5 GCSEs (A*-C) including Maths and English or equivalent NVQ 2 or equivalent qualification in relevant discipline (eg: Business Administration Level 2 OR appropriate experience)	Basic First Aid training
	Willingness to participate in training and development opportunities	
EXPERIENCE	General clerical, administrative and financial experience	Experience of working within an education establishment or a busy office environment
		Experience of reception duties
SKILLS / KNOWLEDGE	Good numeracy and literacy skills	Appropriate knowledge of First Aid
	Effective use of ICT packages and good keyboard skills.	Knowledge of SIMS
	Use of relevant equipment/resources	
	Excellent communication skills, both oral and written	
	Excellent organisational skills	
	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	
	Ability to relate well to children and adults	
	Demonstrable, positive approach to customer care	
	Ability to multi-task, prioritise work and manage conflicting demands	
	Ability to work constructively as part of a team, understanding school roles and responsibilities and the role of Receptionist within these	

PERSON SPECIFICATION

Administrative Assistant (Grade 3)

	Commitment to undertake personal and professional development	
PERSONAL ATTRIBUTES	Friendly, caring and approachable manner	Willingness to be involved in the wider life of the school
	Strong interpersonal skills	
	Self-motivated and enthusiastic	
	Able to remain polite, calm and courteous in stressful situations	
	Reliable and punctual	
	Flexible, adaptable and able to work independently or as part of a team	
	Committed to supporting the Catholic/Christian Ethos of the School	