



Administrative Assistant Careers and Pastoral Care

Area	Essential	Desirable	Method of Assessment
Qualifications and training	5 GCSEs grades or equivalent including Maths and English Grade A-C	NVQ Level 3 in Business Admin or equivalent qualification Safeguarding training First aid training	Application Certificates
Experience	Experience of working in an administrative role	Experience of working in a school Experience of working with school systems including Arbor, CPOMS and Compass +	Application Reference Interview
Skills/knowledge	Can use ICT effectively Ability to relate well to children and adults High expectations with regard to standards and behaviour Willing to undertake continuing professional development Good organisational skills Commitment to safeguarding and promoting the welfare of children		Application Reference Interview
Personal qualities	Ability to work independently and as part of a team Excellent communication and interpersonal skills Flexibility and adaptability in order to be able to mix and work with a wide range of people Caring attitude towards pupils and		Application Reference Interview

	parents/carers Evidence of being able to build and sustain effective working relationships. Tactful, discreet & patient Enthusiastic & self-motivated Able to use own initiative		
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