

St Wilfrid's Catholic Primary School
Person Specification: Administration Assistant

	Essential	Desirable
Qualifications	Good basic education to GCSE standard or equivalent	Qualification in Business Administration
Experience	The Administrative Assistant should have experience of: working within a school/office environment with good ICT skills including a knowledge of Microsoft Word and Excel and at least 3 - 5 years' experience working with Sims software.	In addition, the Administrative Assistant might have experience of: PS Financials accounting system
Skills	The Administrative Assistant will be able to: manage and prioritise workloads; communicate clearly, accurately and helpfully with staff, children, parents, visitors and contractors, and handle all phone enquiries in the same way; provide a welcoming first point of contact at all	

	times for people who come to the School; make accurate judgements of situations, and refer these to other staff, if necessary; recognise the importance of confidentiality take personal initiatives in liaison work within a team of teaching and non-teaching staff; work effectively and efficiently under pressure, paying close attention to detail and accuracy ability to communicate in English, both verbally and in writing	
Personal characteristics	Adaptable Cool under pressure Excellent organisational skills Friendly Purposeful Resourceful	