**St Patricks Catholic Primary School**

**Person Specification**

**Administration Assistant**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable**  | **Method of Assessment** |
| **Qualifications** | * GCSE A\*- C in Maths and English (or equivalent)
 | * CSBM qualification.
* Level 3 Business Administration.
 | Application FormCertificates |
| **Experience** | * Experience of meeting tight deadlines and managing workloads whilst maintaining high levels of accuracy
* Excellent standards of literacy and numeracy
* Competent in the use of ICT packages (eg Word/Excel/Email) in a working environment, including computerised finance systems
* Experience of cash handling
 | * Recent experience of working as part of a team in a busy school office environment
* Experience of using a SIMS database

  | Application FormWork Related TasksInterviewReferences |
| **Knowledge, skills and attributes** | * Ability to communicate verbally and in writing with a wide range of stakeholders both internal and external
* Ability to multi-task, manage own time and work to deadlines, prioritising where necessary
* Knowledge and understanding of safeguarding in schools
* Enthusiastic and self-motivated
* Ability to create a friendly welcoming atmosphere for all visitors to the school
* Professional, positive and flexible approach to work
* Ability to use initiative in a fast-paced office environment
* Good time management skills
* Able to prioritise tasks under pressure
* Personal capacity and commitment to deal with a constantly changing environment
* Excellent understanding of the requirements for confidentiality and able to maintain same
 |  | Application FormInterviewReferences |
| **Specific Requirements** | * Ability to work flexibly to meet the demands of the post
* A caring attitude towards pupils, colleagues and parents and the ability to establish and maintain good relationships
* A willingness to participate in the wider activities of school life
* Willingness to participate in training and personal development programmes
* Ability to promote the school directly and through modelling high standards
* A willingness to work in sympathy with our Catholic ethos
 |  | Application FormInterviewReferences |