**St Patricks Catholic Primary School**

**Person Specification**

**Administration Assistant**

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|  | **Essential** | **Desirable** | **Method of Assessment** |
| **Qualifications** | * GCSE A\*- C in Maths and English (or equivalent) | * CSBM qualification. * Level 3 Business Administration. | Application Form  Certificates |
| **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 Form  Work Related Tasks  Interview  References |
| **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 Form  Interview  References |
| **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 Form  Interview  References |