

**ST MARY'S CATHOLIC SCHOOL
PERSON SPECIFICATION
FOR THE POST OF ADMINISTRATIVE ASSISTANT**

It is accepted that candidates will have varying depths of expertise in the areas listed as 'essential' and are unlikely to have all the experience listed as 'desirable'.

Factor	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> • A good standard of education with passes at GCSE or equivalent grades A-C in English and Mathematics. 	<ul style="list-style-type: none"> • OCR, RSA Level II or equivalent in word processing. • Relevant NVQ (or equivalent) qualification. 	<ul style="list-style-type: none"> • Application
Background and Experience	<ul style="list-style-type: none"> • Experience of independent working. • Experience of working in a team. • Experience of negotiating and prioritising workloads. • Evidence of good customer relations in person and/or by telephone. • Evidence of working with office procedures. 	<ul style="list-style-type: none"> • Recent clerical or administrative experience of working in a busy office environment (minimum one year). • Experience of working in a school environment. 	<ul style="list-style-type: none"> • Application • References • Interview
Skills and Knowledge	<ul style="list-style-type: none"> • Good IT skills (Word, e-mail, Excel and databases). • Working knowledge of using Microsoft packages. • Good interpersonal skills. • Good written and oral communication skills – able to produce grammatically accurate letters, memoranda and e-mails. • Good organisational skills and the ability to prioritise. • Good numeracy skills. • Ability to work under pressure whilst dealing with constant interruptions. 	<ul style="list-style-type: none"> • Basic knowledge of First Aid. 	<ul style="list-style-type: none"> • Application • Selection procedure • Interview • References
Personal Qualities	<ul style="list-style-type: none"> • Self-motivated to work independently without close supervision. • Ability to communicate effectively with staff, students and external contacts both in person and by telephone. • Ability to gather and process information and generate accurate data on request. • Ability to use own initiative and resolve simple problems. • Ability to work effectively in a team. 	<ul style="list-style-type: none"> • Ability to promote public awareness of the school • Ability to rapidly and effectively digest written directives, guidance and information. • Committed and practising Catholic who can offer a Christ-centred caring and empathetic approach. 	<ul style="list-style-type: none"> • Application • References • Interview • Interview day task

Appendix 1

Factor	Essential	Desirable	How identified
	<ul style="list-style-type: none"> • Ability to work sensitively with different people's needs. • Understanding of the needs of children. • Willingness to be flexible in the nature of the support role, undertaking additional duties and some late working at peak times. • Willingness to undertake training and learn new skills. • Organised and methodical. 		
Awareness of some or all of these issues	<ul style="list-style-type: none"> • Financial management. • Quality assurance. • Personnel/HR management and development. 		<ul style="list-style-type: none"> • Selection procedure • References