



**St Mary's Catholic Primary School**  
**Person Specification**  
**Administrative Assistant**

<b>QUALIFICATIONS / ABILITIES / SKILLS</b>	<b>ESSENTIAL</b>	<b>DESRIBLE</b>
Computer literate with working knowledge of Microsoft Office Package	•	
Knowledge of office systems and procedures	•	
Knowledge of Information management systems and associated legislation around them		•
Possess a good understanding of effective Safeguarding practice	•	
Working as part of a team and own initiative	•	
Responding to queries and problem solving	•	
Setting up and maintaining electronic filing systems	•	
Diary management and appointment booking		•
Practical experience of working in a busy office	•	
Experience of minute taking and accurate recording of meetings		•
Some knowledge of order processing and managing of deliveries	•	
Knowledge of MIS systems such as Bromcom, Parentpay and Teachers to Parents		•
Intellectually robust with good standard of education	•	
Educated to at least GCSE level or equivalent	•	
Possesses NVQ level 3 in Business Administration		•
Ability to demonstrate a methodical, organised and flexible approach to work	•	
Effective verbal, listening, written and communication skills	•	
Excellent customer service skills with the ability to communicate effectively with a range of people	•	

Establish and maintain effective working relationships	•	
Ability to plan, organise and prioritise workload to meet deadlines	•	
Ability to remain calm and professional in difficult situations	•	
Ability to maintain high levels of confidentiality and discretion at all times	•	
Able to multitask in an environment where interruptions are inevitable	•	
Ability to be always professional	•	
Have a commitment to providing high quality customer service to all Stakeholders	•	
Be proactive	•	
Self-motivated	•	

*Our Lady of the Magnificat MAC is committed to the safeguarding and wellbeing of students.*