



Person Specification: Administrative Assistant

	Essential	Desirable
Qualifications and Experience	<ul style="list-style-type: none">• Good numeracy and literacy skills• GCSE or equivalent Maths and English grade 4 or above• Experience of working successfully and co-operating as a member of a team• Knowledge and understanding of Microsoft Office• Relevant office experience	<ul style="list-style-type: none">• First Aid certificate• Recognised qualification in Business/Administration• Worked in a school office environment• Experience of ARBOR• Experience of Parentpay
Knowledge and Skills	<ul style="list-style-type: none">• Establish and develop appropriate relationships with parents, governors, the parish and local community• Communicate effectively (both verbally and in writing) at all levels to a variety of audiences e.g., pupils, staff, parents, visitors• Promote a positive working environment• Prioritise workload to meet deadlines• Ensure excellent time management and organisational skills• Approachable and empathetic• Enthusiastic and committed• Able to work on own initiative• Organised and resourceful• Ensure confidentiality at all times• Promote the school's aims positively	<ul style="list-style-type: none">• Knowledge/experience of school systems and personnel administration
Other	<ul style="list-style-type: none">• To be fully aware of and understand the duties and responsibilities with regard to child protection and safeguarding in schools and attend appropriate whole school staff training as and when required.• Take an active part in the life of school and be supportive of the Catholic ethos of the school	<ul style="list-style-type: none">• Practising Catholic