



The Federated Schools of St. Joseph's Catholic Nursery, Infants and Juniors

Person Specification - Administrative Assistant

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSMENT
Qualifications and training	<ul style="list-style-type: none">• A-level or equivalent qualification• 5 GCSEs including Maths and English• IT experience / Qualifications	<ul style="list-style-type: none">• NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards)	<ul style="list-style-type: none">• Application
Experience	<ul style="list-style-type: none">• Data handling• School IT systems• Working in a school office environment• Working with SIMs or similar MIS systems• General IT skills• Developing, managing and operating clerical/administrative/financial and organisational systems• Analysing and evaluating data• Knowledge of Microsoft Office including Excel and Word• Liaison with external agencies	<ul style="list-style-type: none">• IT System Manager experience	<ul style="list-style-type: none">• Application• References and Interview
Skills, knowledge and understanding	<ul style="list-style-type: none">• Excellent attention to detail• Full computer literacy – Microsoft Office: Word, Excel, Publisher, PowerPoint, Outlook and Internet• Excellent literacy/numeracy skills• Highly effective written and verbal communication skills – ability to compose letters accurately.• Competent use of IT packages including word processing, computerised accounting systems and school MIS systems• Ability to use relevant office equipment effectively• Ability to plan, organise and prioritise	<ul style="list-style-type: none">• Ability to build effective working relationships with staff and other stakeholders• Ability to make a strategic contribution to the School Leadership Team• Knowledge and understanding	<ul style="list-style-type: none">• Reference and Interview

	<ul style="list-style-type: none"> ● Effective communication and interpersonal skills ● Ability to analyse and interrogate data management information to identify areas for improvement 	of Health and Safety requirements	
Skills and Aptitudes	<ul style="list-style-type: none"> ● Ability to work under pressure and to tight deadlines ● Ability to work calmly and effectively to plan, organise and manage a complex workload ● A commitment to on-going personal development and willingness to undertake appropriate training ● Ability to drive forward change and motivate staff ● Ability to maintain strict confidentiality of information received and process as part of the job role ● Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils ● Commitment to acting with integrity, honesty, loyalty, and fairness to safeguard the assets and reputation of the school ● Ability to work well under pressure and prioritise effectively ● Maintaining the highest professional conduct ● Ability to promote both schools positively to parents and wider community ● Ability to work on own initiative and make decisions. 		Reference and interview
Other requirements	<ul style="list-style-type: none"> ● Adhere to Child Protection and Data Protection regulations ● Committed to equality of opportunity ● Commitment to maintaining confidentiality at all times ● The capacity to remain calm and to cope with the unexpected. ● Committed and enthusiastic. ● Confident, positive and flexible attitude ● Deals with difficult situations effectively and diffuse confrontational situations ● Embraces change well 	<ul style="list-style-type: none"> ● Ability to formulate ideas and solutions and present them effectively to the Headteacher and Governing Body. 	● Reference and Interview