

Admin Assistant Person Specification			
	Essential	Desirable	Evidence
Education	<ul style="list-style-type: none"> <li>NVQ level 2 or equivalent in Literacy and Numeracy or equivalent</li> <li>Excellent communication skills, both verbal and written</li> </ul>	<ul style="list-style-type: none"> <li>ICT qualification</li> </ul>	application interview
Experience	<ul style="list-style-type: none"> <li>Use of Microsoft Office or equivalent; Word processing and Excel.</li> <li>Accurate Typist</li> </ul>	<ul style="list-style-type: none"> <li>Worked in a school environment</li> <li>Previous office experience</li> <li>Experience of working in a busy environment with constant interruptions</li> <li>Experience in organising and managing administrative systems and procedures in an office environment</li> </ul>	application interview
Skills/ Knowledge	<ul style="list-style-type: none"> <li>Welcoming manner and good interpersonal skills</li> <li>Ability to use initiative</li> <li>Ability to solve problems</li> <li>Have an empathy with children and young people</li> <li>Work as part of a team</li> <li>Hardworking and committed</li> <li>Able to work under pressure and meet deadlines</li> <li>Strong interpersonal skills, including the ability to communicate well with parents, children, staff and visitors</li> <li>Excellent time management with flexibility to get the job done.</li> <li>Be flexible and responsive to change</li> <li>A desire to be part of our friendly and supportive team of staff and work in a Catholic school and support the ethos</li> <li>Produce accurate work</li> <li>Awareness of the importance of confidentiality and data protection</li> </ul>		application interview
Other	<ul style="list-style-type: none"> <li>Smart and presentable appearance</li> <li>Willing to undertake training as required</li> </ul>	<ul style="list-style-type: none"> <li>Have first aid certificate</li> </ul>	application interview