Admin Assistant (Level 2) – Personal Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
QUALIFICATIONS & TRAINING	• GCSE Literacy and Numeracy qualifications – equivalent to Grade 'C' or above	• NVQ Level 2 or above in Administration • Other relevant work related qualifications	*Application* *Supporting Statement*
EXPERIENCE	• Previous significant experience of administrative duties in an office environment. • Good IT skills, including the use of Microsoft Office, Word, Excel and other IT systems	• Experience working within a school environment	*Application* *Reference* *Interview* *Supporting Statement*
SKILLS	• Ability to follow direction for own workload and work to deadlines • Ability to work in a busy, sometimes pressurised environment • Excellent organisational skills and an ability to develop efficient office systems • Attention to detail • Ability to communicate effectively to a variety of audiences and in a variety of methods • Ability to build effective working relationships with staff and other stakeholders • Ability to maintain and contribute to the effective systems for the smooth running of the organisation	• Experience of SIMS and FMS • Experience of managing challenging and/or sensitive situations	*Application* *Reference* *Interview*
PERSONAL QUALITIES	• Supportive of the school's Catholic Ethos • Friendly welcoming personality • Team player • Flexible and professional • Calm and organised under pressure • Resilient and determined • Willingness to be involved in all areas of school life • Clear understanding of confidentiality • Commitment to promoting the ethos and values of the school • Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people • No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post	• Practising Catholic	*Application* *Reference* *Interview*