**Person specification**

**Administrative Assistant**

**St Teresa’s Catholic Primary School**

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| **Requirements**  | **Essential**  | **Desirable**  | **Demonstrated By**  |
| **1. Qualifications & Training**  | 5 GCSEs at Grade C or above including English and Maths (or equivalent) | Formal ICT Training | Interview/Application form |
| **2. Experience**  | Experience of working in a busy admin/secretarial position | Experience of working in a school office  | Application Form/Interview |
| **3. Skills**  | ICT literate:Advanced level Word (including mail merge), Outlook, Powerpoint and ExcelHighly organised, efficient and accurateExcellent communication skills | Internet SkillsDatabase skills | Application Form / Task |
| **4. Knowledge**  |  | Knowledge of school systemsKnowledge and previous use of SIMSAn understanding of finance processes and procedures. | Application form/Interview |
| **5.Management**  | Able to manage own workloadAbility to prioritiseAble to plan ahead |  | Interview |
| **6. Aptitude and Personal qualities**  | Excellent telephone mannerReliableFriendly and approachableProfessional MannerHelpfulAble to relate well to staff, students and visitors |  | Interview |