

All Saints Catholic College

Person Specification

Post: Administration Assistant

Salary scale: D (pts 7-10)

Notes to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.

The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Evidence** column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Letter (L), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.

	Essential	Evidence	Desirable	Evidence
Education/Qualifications	<ul style="list-style-type: none"> ➤ GCSE or equivalent including Mathematics and English at grade C or above. 	A	<ul style="list-style-type: none"> ➤ Safeguarding Qualifications 	A
Experience	<ul style="list-style-type: none"> ➤ Experience of working in an office environment ➤ Experience of proactive working ➤ Experience of strong communication orally and in writing 	<p>A, L, I</p> <p>A, L, I</p>	<ul style="list-style-type: none"> ➤ Experience of working in a school office environment 	A, L, I
Key Skills	<ul style="list-style-type: none"> ➤ Good communication skills ➤ Good administrative skills ➤ Ability to work with all Microsoft applications ➤ Ability to work as part of a team ➤ Ability to manage time effectively, prioritise and be well organised ➤ Attention to detail ➤ Confidence and good interpersonal and networking skills ➤ Enthusiasm ➤ Initiative and self-motivation ➤ 	<p>A, L, I</p> <p>A, L, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, I</p> <p>A, L, I</p> <p>I</p> <p>A, I</p>	<ul style="list-style-type: none"> ➤ Ability to develop systems to improve efficiency ➤ Experience of working with SIMS system 	<p>A, I</p> <p>A, L, I</p>

Key Knowledge	<ul style="list-style-type: none"> ➤ A basic understanding of safeguarding ➤ A personal commitment to lifelong learning and continuous professional development ➤ Commitment to high standards, best value and continuous improvement 	<p>A, I</p> <p>A, L, I</p> <p>A, I</p>		<p>A, I</p>
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We are committed to safeguarding and promoting the welfare of Children and Young People

July 2021