

ADMINISTRATIVE ASSISTANT – Grade A1/B1 – St Joseph’s Catholic Primary School, a Voluntary Academy

Person Specification

SKILLS	Ess	Des	MOA
Ability to work independently and with initiative, identify priorities and manage own workload in order to meet deadlines.	*		A/I
Ability to develop and maintain efficient record keeping systems.	*		A/I
Ability to analyse and interpret information and make recommendations.	*		A/I
Ability to problem solve.	*		A/I/T
Ability to communicate with a range of different people.	*		A/I
Ability to organise and prioritise workload, direct and work with and manage as necessary small team of non-class based staff.	*		A/I
Ability to use spoken and written skills to communicate with adults and children in an appropriate manner.	*		A/I/T
Ability and willingness to work cooperatively as part of a team.	*		A/I
Maintain confidentiality with both written and verbal communication.	*		A/I
To abide by all the school’s policies and procedures such as Equal Opportunities, Health and Safety, Child Protection, Confidentially and Data Protection Policies.	*		A
Excellent personable skills, a welcoming manner, understanding, patience and a willingness to support staff, children and parents. To display a responsible and co-operative attitude to working towards the achievement of the school’s aims and objectives.	*		A

KNOWLEDGE/QUALIFICATIONS	Ess	Des	MOA
Knowledge of working in an administrative capacity.	*		A/I
Good English and Maths skills (GCSE or equivalent Grade C or above)	*		A/I/T/C
Sound ICT skills to be able to use word processing packages, spreadsheets, databases.	*		A/I/T/C
Knowledge of SIMS/Parent Pay and financial packages.		*	A/I/T/C
Experience of working in an educational setting.		*	A/I

EXPERIENCE	Ess	Des	MOA
Experience of undertaking a variety of administrative and technical duties, including data input and retrieval.	*		A/I/T/C
Willingness to pursue further professional development through training.		*	A/I

BEHAVIOURAL AND OTHER RELATED CHARACTERISTICS	Ess	Des	MOA
Willing to abide by the BWCAT Policy in the duties of the post, and to support the Catholic Ethos of St Joseph’s Catholic Primary School	*		I
Willing to carry out all duties having regard to an employee’s responsibility under Health and Safety Policies	*		I
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives.	*		I
An ability to respect sensitive and confidential work.	*		I
Commitment to own personal development and learning.	*		I

METHOD OF ASSESSMENT (MOA)

A	=	Application Form
T	=	Test
I	=	Interview
C	=	Certificate

St Joseph's Harrogate, a Catholic Voluntary Academy is committed to safeguarding and promoting the welfare of all children and young people. We expect all staff and volunteers to share this commitment. The post is subject references and an enhanced DBS and Barred List check. This post is exempt under the Rehabilitation of Offenders Act 1974.