



# St Chad's



Patchway CE VC Primary School  
 'Learning to love, loving to learn'

## PERSON SPECIFICATION FOR ADMINISTRATIVE ASSISTANT

Part Time – 29.75 hours per week, term time only (plus 2 inset days)

QUALIFICATIONS	
Essential	Desirable
<p>BTEC or ONC in Administration or Business Studies or an NVQ Level 3 appropriate to the role;</p> <p>A minimum of 3 GCSEs (including Maths and English) at Grade C or above or other equivalents.</p>	<p>Vocational training/qualification in customer service/administration.</p>
EXPERIENCE	
Essential	Desirable
<p>At least two years previous administrative experience;</p> <p>Experience of maintaining and manipulating computerised and/or paper based data/information;</p> <p>Word processing skills and experience with a minimum requirement of 45 wpm;</p> <p>Experience of using Microsoft Word &amp; Excel;</p> <p>Demonstrated ability to work co-operatively and collaboratively with other professionals and a range of people;</p> <p>Ability to prioritise tasks and manage time effectively to ensure work objectives and deadlines are met;</p> <p>Willingness to engage in further training;</p> <p>Excellent interpersonal skills;</p> <p>Competent use of IT applications, subject to training being provided for the use of relevant school systems such as Arbor.</p>	<p>Previous school administration experience;</p> <p>Experience of financial administration;</p> <p>Experience of office management and administration;</p> <p>Experience of using Arbor MIS;</p> <p>Experience of website administration;</p> <p>Basic First Aid Training;</p> <p>Child Protection Training.</p>
<ul style="list-style-type: none"> <li>PERSONAL AND PROFESSIONAL QUALITIES AND SKILLS</li> </ul>	
Essential	Desirable

<p>Excellent organisational skills;</p> <p>Capability to follow written or spoken instructions accurately and to complete the required activity;</p> <p>Good interpersonal skills and a professional and pleasant telephone manner;</p> <p>Ability to communicate clearly both verbally and in written form;</p> <p>Ability to demonstrate self-motivation and initiative;</p> <p>Ability to cope well under pressure in a busy environment with a high level of interruptions on a daily basis;</p> <p>Ability to work co-operatively and flexibly in a rapidly changing work environment;</p> <p>Caring approach and a sensitivity to confidentiality requirements;</p> <p>Commitment to equality of opportunity;</p> <p>Excellent ICT skills;</p> <p>Act as an adult role model and support school policies when dealing with students or visitors to the school;</p> <p>Ability to establish good working relationships with a wide range of colleagues;</p> <p>Ability to judge when it is appropriate to seek further guidance;</p> <p>Ability to contribute to and work as part of a team;</p> <p>Ability to communicate effectively with parents, school staff and other external agencies;</p> <p>Ability to present information both orally and in written form in a concise, coherent way in order to keep records and maintain robust administrative systems;</p> <p>2 fully supportive professional references.</p>	<p>A good sense of humour;</p> <p>Ability to provide advice and support in a sympathetic and supportive way.</p>
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**KNOWLEDGE AND UNDERSTANDING**

<b>Essential</b>	<b>Desirable</b>
<p><i>A person with good knowledge and understanding of:</i></p> <p>IT, emails and standard office applications.</p> <p>Child protection and safeguarding procedures.</p>	

<b>LETTER OF APPLICATION/ Skills, Abilities, Knowledge and Experience</b>
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A letter of application is not necessary but you will need to succinctly present why you have applied for this post at this time, any relevant experience and skills and how this would relate to St Chad's CE VC Primary School either through the 'skills, abilities, knowledge and experience' information section of the application form or through a letter.
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<b>REFERENCES</b>
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Two fully supportive references will be sought, one of which will be from a person with whom you work at present or most recent placement.
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St Chad's is committed to safeguarding and promoting the safety and welfare of children and young people. All staff and volunteers are expected to share this commitment and all appointments will be subject to appropriate vetting, including an enhanced DBS disclosure check.

The successful candidate has a responsibility to promote and safeguard the safety and welfare of children in accordance with the school's child protection policy.