



## Person Specification

### Administration Assistant

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Grade: Grade 5 - SCP 7 – 12 (£20,092 – £22,183 per annum pro rata)  
 Hours: 37 Hours per week – Term Time Plus 3 Days  
 Location: St Leonard's Catholic School  
 Reports to: Deputy Head Teacher

Person Specification	Essential/Desirable
<b>Qualifications &amp; Training</b>	
Good general standard of education. Literate and numerate.	<b>Essential</b>
First Aid Certificate.	<b>Desirable</b>
Competence in Microsoft Office Package	<b>Desirable</b>
<b>Experience</b>	
Experience of working in the educational sector.	<b>Desirable</b>
Dealing with the general public.	<b>Desirable</b>
Experience of planning and managing task in a timely and effective manner.	<b>Desirable</b>
Willingness to participate in development and training opportunities.	<b>Essential</b>
<b>Knowledge and Skills</b>	
Ability to prioritise and manage time.	<b>Essential</b>
Ability to manage tasks and meet deadlines.	<b>Essential</b>
Ability to work individually and as part of a whole school team.	<b>Essential</b>

Knowledge of school systems such as SIMS.	<b>Desirable</b>
Have experience using various computer systems.	<b>Essential</b>
<b>Personal Attributes</b>	
Willingness to manage change.	<b>Essential</b>
Enthusiastic, friendly, excellent interpersonal skills.	<b>Essential</b>
Flexible and adaptable in order to work with a wide range of people.	<b>Essential</b>
Ability to work well unsupervised.	<b>Essential</b>
Hands-on team player and worker.	<b>Essential</b>
Efficient and hard-working individual.	<b>Essential</b>
Flexibility and perseverance.	<b>Desirable</b>