

## **Administrative Assistant**

### **Person Specification**

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

| <b>Criteria</b>           | <b>Qualities</b>   |
|---------------------------|--|
| <b>Qualifications</b>     | ➤ A good basic education to GCSE level in English and Maths, or the equivalent.  |
| <b>Experience</b>         | ➤ Some experience working in busy office.  |
| <b>Skills</b>             | <ul style="list-style-type: none"><li>➤ Demonstrate good organisational skills.</li><li>➤ Demonstrate excellent communication and interpersonal skills.</li><li>➤ Good word processing skills.</li><li>➤ A knowledge of excel would be an advantage.</li></ul>   |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"><li>➤ Ability to work well within a team.</li><li>➤ Respect for confidentiality.</li><li>➤ Calmness under pressure.</li><li>➤ Be adaptable and enthusiastic.</li><li>➤ A caring and positive attitude.</li><li>➤ A sense of responsibility.</li><li>➤ A good sense of humour.</li><li>➤ Be flexible and able to use their initiative.</li><li>➤ Willingness to learn.</li><li>➤ Supportive of the Church School ethos.</li></ul> |