Lanchester EP Primary School

Administrative Assistant – Maternity Cover

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| CRITERIA | ESSENTIAL | **DESIRABLE** | **METHOD OF ASSESSMENT** |
| APPLICATION | Include a well-structured letter of explaining your suitability for the post (maximum of 250 words) |  | Recruitment Test |
| QUALIFICATIONS |  5 GCSEs ( A - C ) including Maths and English or equivalent | * Evidence of continued professional development
* Word Processing Certificates
* Relevant ICT Certificates
 | Application form |
| EXPERIENCE | * Experience working in a busy office
* Experience of using Microsoft Office in the workplace
 | * Experience of working in a school office
* Experience of working with SIMS and SIMS FMS systems
* Experience of working with financial management systems
 | Application formReferences |
| SKILLS, KNOWLEDGE and APTITUDE | * Excellent ICT skills – working knowledge of Microsoft Office packages including: Word, Excel, Publisher and emails
* Ability to prioritise a varied workload
* Ability to work under pressure
* Excellent time management and organisational skills
* Excellent communication skills
* Good team player
 |  | Application formInterview testsReferences |
| PERSONAL ATTRIBUTES | * Calm pleasant manner
* Good communication skills with both visitors and staff
* Pro-active approach to work
* Discretion and confidentiality
* Ability to make decisions
* Good sense of humour, patience and understanding
* Supportive of the Christian ethos
 |  | Application FormInterviewReferences |