



**ST LEONARD'S CATHOLIC SCHOOL  
PERSON SPECIFICATION  
ADMINISTRATIVE ASSISTANT**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>QUALIFICATIONS &amp; TRAINING</b>	Four passes (including English and Maths) at GCSE A*-C or 9-4, GNVQ Intermediate in Business Administration or NVQ Level 2 in Business or equivalents. Excellent numeracy and literacy skills.	NVQ Level 3 or equivalent qualification in Business or equivalents.	Application Form
<b>EXPERIENCE</b>	Experience of working in an office environment. Proven ability and admin experience. The ability to provide an effective secretarial and administrative service.	Experience of working in the educational sector. Experience of working on own initiative.	Application Form Interview References
<b>SKILLS, KNOWLEDGE &amp; APTITUDE</b>	Effective use of ICT packages, e.g. SIMS, Microsoft Office, Excel spreadsheets Proven knowledge of data input. Excellent communication and networking skills. Ability to relate positively to both adults and children. Ability to prioritise and manage time. Ability to manage tasks and meet deadlines.	Experience of working in SIMS Use of Microsoft Publisher Ability to work in a co-ordinated way with other staff. Basic First Aid Certificate.	Application Form Interview References
<b>PERSONAL ATTRIBUTES</b>	Bright, friendly, excellent interpersonal skills. Hands-on team player and worker as well as being able to work independently. Motivation to participate in personal development. Willingness to undertake relevant and appropriate training for this post. Flexible and adaptable in order to work with a wide range of people. Ability to work unsupervised. Ability to take the initiative and be proactive. Efficient, well organised and hard-working individual. Ability to deliver a consistently high standard of work. Good time keeper/able to work to deadlines.	Flexibility and perseverance.	Application Form Interview References