

Gosforth Central Middle SchoolAdministrative Assistant, 37 hours per week

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ul style="list-style-type: none"><li>Completed application and safe recruitment forms</li><li>Well-structured letter explaining your suitability for the post (maximum of 250 words)</li><li>References to be taken up after successful shortlisting</li></ul>		<ul style="list-style-type: none"><li>Application Form</li><li>References</li></ul>
QUALIFICATIONS	<ul style="list-style-type: none"><li>5 GCSEs including Maths and English (Grade A-C) or equivalent</li><li>NVQ level 3 in Administration</li></ul>	<ul style="list-style-type: none"><li>Relevant current First Aid qualifications</li><li>School administration qualification</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview</li></ul>
EXPERIENCE	<ul style="list-style-type: none"><li>Experience working in a busy office</li><li>Experience in providing a high level of customer service</li></ul>	<ul style="list-style-type: none"><li>Experience of working in a school or educational environment</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>References</li></ul>
SKILLS, KNOWLEDGE and APTITUDE	<ul style="list-style-type: none"><li>Good ICT skills including a working knowledge of Microsoft Office packages including: Word and Excel</li><li>Experience of working with school MIS systems</li><li>Competent in carrying out general office tasks including reception duties</li><li>Ability to prioritise a varied workload</li><li>Ability to work under pressure</li><li>Excellent time management and organisational skills</li><li>Good team player</li><li>Demonstrate an awareness of safeguarding issues</li></ul>	<ul style="list-style-type: none"><li>Experience of using specific systems including Arbor and ParentPay</li><li>Experience of use of Wix.com to update websites</li></ul>	<ul style="list-style-type: none"><li>Application form</li><li>Interview tests</li><li>References</li><li>Interview</li></ul>
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"><li>Personable, honest, reliable and trustworthy</li><li>Adaptable and flexible</li><li>Ability to work on own initiative</li><li>Ability to work effectively as an individual and as a team member</li><li>Ability to communicate effectively with all stakeholders (including staff, parents, pupils, and visitors)</li><li>Pro-active approach to work</li><li>Discretion and confidentiality</li><li>Good sense of humour, patience and understanding</li></ul>		<ul style="list-style-type: none"><li>Interview</li><li>Interview Tests</li><li>References</li></ul>