



# Bishop Wilkinson

Catholic Education Trust  
Through Christ, in Partnership

## Person Specification Administration Assistant

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Grade: Grade E - SCP 9 - 12  
Hours: 37 hours per week, Full Time, Permanent (may consider term time only with additional days)  
Location: St Robert of Newminster Catholic School & Sixth Form College  
Reports to: Head of Sixth Form

Person Specification	Essential/Desirable
<b>Qualifications, Training, Knowledge and Skills</b>	
Numeracy and literacy skills.	<b>E</b>
Knowledge and experience of relevant administrative systems such as Microsoft office and SIMS	<b>D</b>
Professional and courteous telephone manner	<b>E</b>
<b>Experience</b>	
Excellent organisational skills.	<b>E</b>
Ability to prioritise own workloads.	<b>E</b>
Ability to work in a challenging environment under pressure and able to meet targets and deadlines.	<b>E</b>
Ability to use own initiative.	<b>E</b>
Ability to work as part of a team.	<b>E</b>
Knowledge in the use of office equipment.	<b>E</b>
Maintain confidentiality and security of information at all times and be aware of Data Protection Act.	<b>E</b>
The ability to learn to use and manage relevant in house specialist packages.	<b>E</b>
Some experience and knowledge of working in Post-16 education	<b>D</b>

<b>Personal Attributes</b>	
Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.	<b>D</b>
Treating pupils consistently with respect and consideration, and being concerned with their development as learners.	<b>E</b>
In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.	<b>E</b>
Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.	<b>E</b>
Willingness to be flexible in duties carried out and keenness to develop new skills and learn new practices.	<b>E</b>
Reflecting upon and seeking to improve personal practice.	<b>E</b>
Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.	<b>E</b>
Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures.	<b>E</b>
Building and maintaining successful relationships with pupils, parents/carers and staff.	<b>E</b>

**June 2021**