



St Bernard's Catholic High School

—Part of the Mater Christi Multi Academy Trust—

PERSON SPECIFICATION ADMIN ASSISTANT

St Bernard's Catholic High School

		ESSENTIAL	DESIRABLE
1.	Qualifications/Training Competences	<p>Good level of education, minimum of 5 GCSE's at A* - C or equivalent.</p> <p>NVQ Level 2 or equivalent in relevant disciplines.</p>	
2.	Relevant Experience	<p>Previous experience of :</p> <ul style="list-style-type: none"> -working within a busy office environment. -communicating effectively at all levels, both written and oral and a high standard of written English to achieve objectives. 	Experience of working in a school environment
3.	Knowledge		Up to date knowledge and understanding of practices and procedures within education relating to the welfare, safety and education of pupils.
4.	Skills/Ability	Competent in ICT (Email, Word, Excel, Power point)	<p>Experience of using other equipment and technology i.e. photocopier, e-mail etc.</p> <p>Use of school information management/ communication systems (Arbor).</p>
5.	Personal Skills	<p>Ability to relate well with children</p> <p>Ability to work methodically through processes with a particular emphasis on attention to detail.</p> <p>Confidentiality, tact and discretion combined with a calm personality and sound judgement.</p>	