

St Joseph's Catholic High School
Person Specification – Administrative Assistant

	Essential	Desirable
Qualifications		
GCSE Maths and English at a minimum of Grade 5/Grade C	✓	
Higher level qualifications or appropriate administrative qualification		✓
First Aid Qualification		✓
Experience		
Experience of working in a busy pressurised school/other environment	✓	
Experience of using Office 365 to an intermediate level	✓	
Experience of using email/internet	✓	
Knowledge and understanding of school administration processes and procedures, including SIMS		✓
Experience of working with children and the general public	✓	
First Aid experience working with adults and children		✓
Knowledge and Skills		
Ability to find solutions to administrative problems	✓	
Ability to maintain extremely accurate records	✓	
Word processing and typing skills	✓	
Confident telephone skills	✓	
Good understanding of SIMS – including the ability to produce reports and statistics		✓
Personal Qualities		
Excellent interpersonal and communication skills both orally and written, including high standards of grammar and punctuation	✓	
Ability to work under pressure and ensure deadlines are met, whilst remaining positive and calm at all times	✓	
Ability to understand and respect the need for discretion, sensitivity and confidentiality	✓	
Attention to detail with a high degree of accuracy	✓	
Willingness to engage with change	✓	
Highly organised and able to plan, organise and prioritise workload within the context of multiple demands	✓	
Ability to be flexible and work within a team, as well as using own initiative and working independently	✓	
Ability to maintain a calm and professional manner when faced with challenging situations	✓	
Ability to develop good relations with staff and pupils and the wider school community	✓	
Proactive in problem-solving and in anticipating what needs to be done	✓	
Professional appearance and excellent time-keeping	✓	
Commitment to the school ethos and mission statement	✓	