



# ST MARY'S CE HIGH SCHOOL

## PERSON SPECIFICATION

**JOB TITLE:** Administrative Assistant

**GRADE:** H3/H4 (5-9)

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria	Assessed from A - Appic Form I - Interview T - Test
<b>Experience relevant to post</b>	E	Two years' experience within one or more of the following areas: <ul style="list-style-type: none"><li>• administration</li><li>• data inputting</li><li>• word processing</li><li>• file management</li><li>• despatch/mail room</li><li>• reception</li></ul>	A/I
	E	Experience of dealing with customers (whether internal or external)	A/I
	E	Experience of Microsoft Office or equivalent systems	A/I
<b>Skills/Abilities/ Knowledge</b>	E	Literacy including clear legible handwriting	A/I
	E	Good communication skills	A/I
	E	L2 (GCSE or equiv) English Language accreditation	A/I
	E	Good telephone manner including ability to take messages	A/I
	D	Keyboard skills (Min. 40 wpm)	A/T
	D	Ability to demonstrate previous experience of task management and co-ordination	A/I
	D	Awareness of health and safety in an office environment	A/I

Post Requirements	Criteria: Essential (E) Desirable (D)	Criteria	Assessed from A - Applic Form I - Interview T - Test
<b>Personal Qualities</b>	E	Ability to work without supervision and demonstrate initiative	A/I
	E	Ability to work effectively as part of a team	A/I
	E	High level of confidentiality	A/I
	E	Responsible attitude to security of money, documents and equipment	A/I
	E	To be able to work under pressure but maintain good interpersonal skills and the ability to contribute to a harmonious working environment	A/I
<b>Commitment to the School's Aims and Values</b>	E	Ability to demonstrate equal opportunities in practice	A/I
	E	Willingness to support the Christian ethos of the school	I