**POPE PAUL CATHOLIC PRIMARY SCHOOL**

***Headteacher Mrs E Heymoz***

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**Person Specification – Office Administrative Assistant**

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| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| NVQ level 2 (or equivalent) |  | **\*** |
| Other relevant qualifications |  | **\*** |
| First Aid trained |  | **\*** |
| **Work-related experience** |  |  |
| Worked within a school setting |  | **\*** |
| Ability to carry out general office skills and to deal with a variety of tasks such as filing, distribution of post | **\*** |  |
| **Personal skills** |  |  |
| Willing to support our Catholic Ethos | **\*** |  |
| Caring, positive personality | **\*** |  |
| Good interpersonal / communication skills | **\*** |  |
| Ability to develop relationships with children and parents/carers | **\*** |  |
| Effective organisational skills | **\*** |  |
| Enthusiastic | **\*** |  |
| Flexible | **\*** |  |
| Supportive | **\*** |  |
| Willingness to undertake training | **\*** |  |
| Sensitive to being privy to confidential information | **\*** |  |
| Commitment to fully understanding and adhering to our Safeguarding procedures. | **\*** |  |
| A commitment to deliver services with the framework of the school’s equal opportunities policy. | **\*** |  |