



ST WILFRID'S RC COLLEGE

PERSON SPECIFICATION

POST TITLE: Administrative Assistant

GRADE: Band 4 SCP 6

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Educational Attainment	<ul style="list-style-type: none"> NVQ 2 in a relevant field or equivalent qualification or experience in a relevant discipline At least 5 GCSE's or equivalent, Grade C or above including Maths and English or evidence of good numeracy and literacy skills 	<ul style="list-style-type: none"> Relevant administration qualification (NVQ Level 3 and beyond/Diploma etc) 	<ul style="list-style-type: none"> Application Form Certificates
Work Experience	<ul style="list-style-type: none"> Experience of general clerical/administrative/financial/HR work Experience of communicating with various stakeholders internal and external to an organisation both written and verbally Experience of IT packages including Word, Excel and a management information system Experience of applying and updating agreed policies and procedures/systems of work 	<ul style="list-style-type: none"> Administrative and clerical experience gained in school or educational establishment Experience of working on a reception 	<ul style="list-style-type: none"> Application Form Interview Assessment
Knowledge/Skills/	<ul style="list-style-type: none"> Knowledge of relevant policies/codes of 	<ul style="list-style-type: none"> Effective planning and time management skills 	<ul style="list-style-type: none"> Interview

Aptitudes	<p>practice and awareness of relevant legislation</p> <ul style="list-style-type: none"> • Ability to relate to children and young adults • Ability to work as a member of a team and use your own initiative • Ability to prioritise and meet deadlines. • Ability to work effectively under pressure and without supervision. 		
Disposition	<ul style="list-style-type: none"> • Willingness to undertake training and development • Ability to learn from self-evaluation • Committed to the principles of equality and diversity 		<ul style="list-style-type: none"> • Interview
Circumstances	<ul style="list-style-type: none"> • Able to work outside normal office hours if required (not a day-to-day requirement) • Enhanced clearance from the Disclosure and Barring Service 		<ul style="list-style-type: none"> • DBS Check