



Bishop John Robinson

Person Specification

ADMINISTRATIVE ASSISTANT

June 2018

	Essential	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> ✓ Effective communication skills (spoken and written) ✓ Ability to work calmly, efficiently and flexibly ✓ Ability to initiate and develop good working relationships with all members of the school community– pupils, families, staff, governors and parishioners ✓ Ability to work independently and organise own work schedule ✓ Ability to meet tight deadlines and prioritise when necessary ✓ Ability to address new initiatives and willingness to undertake relevant training ✓ Ability to be a welcoming “front face” of school and contribute to school ethos ✓ Ability to show initiative and enthusiasm ✓ Excellent communication, numeracy and computer skills 	<ul style="list-style-type: none"> ✓ Ability to prioritise work load ✓ Ability to learn and apply new skills quickly
Experience	<ul style="list-style-type: none"> ✓ Experience of SIMS.NET ✓ Clerical, administrative and ICT duties in an office ✓ Working with finance ✓ Working as a member of a team 	<ul style="list-style-type: none"> ✓ Experience of work in schools ✓
Qualifications	<ul style="list-style-type: none"> ✓ A good level of literacy and numeracy skills with at least a qualification at GCSE grade C, NVQ level 2 or equivalent 	<ul style="list-style-type: none"> ✓ Completed training (with certificates) in SIMS.NET or similar MIS system
Personal Qualities	<ul style="list-style-type: none"> ✓ To be flexible ✓ To understand the need for confidentiality at all times ✓ Commitment to safeguarding and promoting the welfare of children. 	<ul style="list-style-type: none"> ✓ To have a sense of humour ✓ Punctuality ✓ Strong work ethic