



Our Lady & St Bede Catholic Academy – Administrative Assistant – Person Specification

	Essential			Desirable		
	Criteria No	Attribute	Stage Identified	Criteria No	Attribute	Stage Identified
Qualifications & Education	E1	NVQ Level 2 Administration, Business Studies or equivalent	AF, C	D1	First aid qualification	AF, C
	E2	GCSE English and Mathematics A – C or equivalent	AF, C			
Experience & Knowledge	E3	IT literate - good experience of using word and excel to produce documents and work to deadlines to produce accurate letters and forms	AF, R, I	D2	Awareness of child protection issues	AF, R, I
	E4	Knowledge and or experience of looking after unwell pupils and liaising with parents / staff	AF, R, I			
	E5	At least 1 years previous administrative experience	AF, R, I			
	E6	Experience of face to face reception duties	AF, R, I			
	E7	Knowledge of GDPR	AF, R, I			



Skills	E8	Ability to relate well to children and adults	AF, R, I	D3	Ability to produce varied reports from SIMS	AF, I
	E9	Ability to work successfully as part of a team	AF, R, I			
	E10	Ability to communicate both orally and in writing to a wide range of audiences	AF, R, I			
	E11	Ability to maintain accurate records	AF, R, I			
	E12	Ability to prioritise tasks and meet deadlines	AF, R, I			
	E13	Ability to maintain confidentiality on all school matters	AF, R, I			
Personal Attributes	E14	Participate in development and training opportunities	AF, R, I			
	E15	Ability to abide by school policies and procedures	AF, R, I			
Special Requirements	E16	Able to use own initiative and manage role with minimal supervision	AF, R, I			
		Motivation to work with children	AF, R, I			
	E17	Ability to form and maintain appropriate relationships and personal boundaries with children	AF, R, I			



	E18	Emotional resilience in working with challenging behaviours and attitudes to use authority and maintaining discipline	AF, R, I			
	E19	Suitability to work with children	D			

Key – Stage Identified	
AF	Application Form
C	Certificates
I	Interview
R	References
D	Disclosure and Barring Check