



# St Bartholomew's CE Multi Academy Trust



## PERSON SPECIFICATION – Administrative Assistant (Grade 4)

FACTORS	ESSENTIAL	DESIRABLE
<b>Qualifications / training</b>	<ul style="list-style-type: none"><li>• Excellent literacy and numeracy skills.</li><li>• 5 GCSE's or equivalent including English and Maths.</li><li>• Word processing qualification.</li><li>• Knowledge of Microsoft applications (e.g. Office 365, Outlook, Forms, Word and Excel)</li></ul>	<ul style="list-style-type: none"><li>• Good knowledge of School MIS systems and Finance systems</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working as an office administrator</li><li>• Experience of financial administration such as cash handling, maintaining &amp; reconciling accounts.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in an education environment.</li><li>• Experience of working with SIMS</li></ul>
<b>Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>• Excellent, friendly and professional interpersonal skills.</li><li>• Ability to relate well to children and adults.</li><li>• To be able to work under pressure in a very busy environment.</li><li>• Excellent personal and written communication skills.</li><li>• Ability to work as a member of a team.</li><li>• High level of accuracy and attention to detail.</li><li>• Able to respond flexibly and adapt to changing and challenging circumstances.</li><li>• Operate calmly and effectively.</li><li>• Show initiative and self-motivation.</li><li>• Show commitment to a clear and shared vision for an effective organisation.</li><li>• Prioritise, plan and organise.</li></ul>	



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FACTORS	ESSENTIAL	DESIRABLE
<b>Personal Qualities / commitment</b>	<ul style="list-style-type: none"><li>• Ability to manage a variety of competing priorities and meet deadlines.</li><li>• Ability to maintain strict confidentiality of information received and processed as part of the job role.</li><li>• Commitment to personal professional development.</li><li>• Committed to equality of opportunity.</li><li>• Ability to adhere to security requirements in respect of Child Protection and Data Protection regulations.</li><li>• Commitment to upholding the Christian Ethos of the Trust.</li></ul>	