

EMPLOYEE SPECIFICATION

Admin Assistant

GRADE: St. Bede's Grade 7

Essential	Desirable
Qualifications and Training Good general education including GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above	Qualifications and Training Recognised qualification or training in administration Evidence of ongoing professional development relevant to administrative or educational settings
Experience Experience of providing administrative support in a busy office environment Experience using data management systems and maintaining accurate electronic and paper-based records Experience communicating with a range of stakeholders (students, parents, employers, and staff)	Experience Experience of working in an educational setting, preferably within a sixth form or post-16 context Experience coordinating or supporting work experience placements, careers events, or similar activities Experience handling confidential information and working in line with GDPR requirements
Knowledge and Skills Excellent organisational skills and ability to manage multiple tasks and deadlines effectively Strong IT skills, including Microsoft Office (Word, Excel, Outlook, Teams), Google suite and database systems Understanding of safeguarding and confidentiality in an educational setting Effective written and verbal communication skills, with a professional and approachable manner	Knowledge and Skills Knowledge of UCAS processes and post-16 progression pathways (university, apprenticeships, etc.)
Personal Qualities • Commitment to supporting young people and helping them achieve their potential • Positive, proactive, and flexible approach to work • Reliable, trustworthy, and able to handle sensitive information appropriately • Ability to remain calm and professional under pressure • Commitment to continuous improvement and willingness to learn • Commitment to upholding the Catholic ethos and values of St Bede's Catholic College	
Additional Requirements • Willingness to undertake relevant training (e.g. safeguarding, health and safety, GDPR) • Willingness to work flexibly on occasion to support key events (e.g. careers fairs, open evenings)	

October 2025