



# The Federation of St Edmund's & St. Patrick's

## R.C. Primary Schools

### ADMINISTRATION SUPPORT ASSISTANT

#### PERSON SPECIFICATION



#### Minimum Essential Requirements

#### Method of assessment

<b>1. Training, Qualifications, Experience</b>	
1.1 Experience of general clerical and administrative work	A / R
1.2 Numeracy/literacy skills with a good level of knowledge and understanding (at a level equivalent to NQF Level 2)	A
1.3 Understanding of and the ability to use relevant technology	A / I
1.4 Possess good keyboard and computer skills	A / I
1.5 Accuracy and precision when maintaining and monitoring records	A / I / R
1.6 Show a willingness to participate in development and training opportunities	A / I / R

<b>2. Abilities</b>	
2.1 The ability to relate well to children and adults	A / I / R
2.2 The ability to work constructively as part of a team, understanding school roles and responsibilities and your position within these	I / R
2.3 Have a knowledge and understanding of the regulatory framework around education and schools	I
2.4 The ability to use relevant technology eg photocopier	A / I
2.5 The role holder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience	I

<b>3. Personal Style and Behaviour</b>	
3.1 Resilience	A / I / R
3.2 Tact and diplomacy in all interpersonal relationships with the public, pupils and colleagues	A / I / R
3.3 Self motivation and personal drive to complete tasks to the required timescales and quality standards	I / R
3.4 The flexibility to adapt to changing workload demands and new school challenges	A / I / R
3.5 Personal commitment to ensure the provision of support is equally accessible to meet the diverse needs of school users	A / I
3.6 Personal commitment to the school's professional standards, including dress code as appropriate	I / R
3.7 Understanding of the distinctive nature of a Catholic School and the role it plays in the Parish and wider community	A / I

A = APPLICATION FORM

R = REFERENCES

I = INTERVIEW