



JOB SPECIFICATION – ADMINISTRATIVE ASSISTANT

	Essential	Desirable
QUALIFICATIONS	GCSE Maths and English (Grade C or above)	A current First aid at Work certificate
EXPERIENCE	- Relevant experience of office work - Providing administration support to Leadership Team	Experience of administration within a school environment.
Confidentiality	The postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality.	
KNOWLEDGE	- Knowledge of and ability to use Microsoft Office Systems including word and excel. - Experience of managing a varied workload. - Ability to manage and resolve questions or queries from staff, children and families.	- Experience of developing and maintain contacts with external agencies. - Experience of working with SIMs, and ParentMail. - Experience of managing a website.
SKILLS AND ABILITIES	- Excellent keyboard skills - Ability to use discretion - Excellent personal organisation skills - Excellent communication skills - Good telephone manner - Caring and compassionate to the needs of all children	
OTHER REQUIREMENTS	- A warm and welcoming manner. - Commitment to excellent educational standards - Patience - Flexibility - Adaptable and reliable - A positive and enthusiastic outlook.	

Headteacher: Laura Constanza
Deputy Headteacher: Hannah Lintern

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We are committed to safeguarding and promoting the welfare of children and young people and all staff share this commitment. If you have a concern about the welfare or safety of child please speak directly to Mrs Constanza (DSL) or Miss Lintern (DDSL).