



JOB SPECIFICATION – ADMINISTRATIVE ASSISTANT

	Essential	Desirable
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE Maths and English (Grade C or above) 	<ul style="list-style-type: none"> A current First aid at Work certificate
EXPERIENCE	<ul style="list-style-type: none"> Relevant experience of office work Providing administration support to Leadership Team 	<ul style="list-style-type: none"> Experience of administration within a school environment.
Confidentiality	<ul style="list-style-type: none"> The postholder will have access to highly confidential information and as such will require total discretion, professionalism and confidentiality. 	
KNOWLEDGE	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Experience of developing and maintain contacts with external agencies. Experience of working with SIMs, and ParentMail. Experience of managing a website.
SKILLS AND ABILITIES	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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).