



St. Vincent's Catholic Primary School

St. Vincent Street Marylebone London W1U 4DF

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website: www.stvincentsprimary.org.uk

Headteacher: Miss M. Coleman

ADMINISTRATIVE ASSISTANT 2024 **PERSON SPECIFICATION**

| JOB REQUIREMENTS | ESSENTIAL | DESIRABLE |
|---|---|---|
| Personal Qualities | A commitment to the Catholic ethos of the school and its mission statement Ability to work as a team member Energy, commitment and enthusiasm High level of interpersonal skills Flexibility and sensitivity to the needs of the whole school community Deal sensitively with people and resolve conflicts Commitment to the protection and safeguarding of children and young people | Sense of humour A practising Catholic |
| Skills | Good communication skills and ability to relate well to children and adults Excellent numeracy / literacy and IT skills | Make informed use of inspection/ audit/ research findings |
| Qualifications & Professional Development | Desire for continuing professional development | Qualification or equivalent experience in relevant discipline |