



Bishop Wilkinson
 Catholic Education Trust
 Through Christ, in Partnership

Person Specification

Admin Assistant

Grade: Grade 2
 Hours: 37 Hours per week, Term Time only, Fixed Term until 31.8.2022
 Location: St Joseph's Catholic Middle School, Hexham
 Reports to: Office Manager

Person Specification	Essential/Desirable
Qualifications & Training	
NVQ 2 or equivalent qualification or experience in a relevant discipline e.g. RSA Level 2 Word Processing	Essential
Good numeracy and literacy skills	Essential
NVQ 2 Literacy and numeracy or an equivalent qualification	Desirable
Experience	
Experience of general clerical/administrative/financial work	Essential
Administrative and clerical experience gained in a school or educational establishment	Desirable
Experience of an IT based administration system e.g. Oracle/SIMS	Desirable
Knowledge and Skills	
Ability to use IT effectively	Essential
Good keyboard skills	Essential
Knowledge of relevant policies/codes of practice and awareness of relevant legislation	Essential
Ability to work as a member of a team	Essential

Ability to relate to children and adults	Essential
Knowledge of use of social media and website management for marketing purposes	Desirable
Personal Attributes	
Have high expectations for self, pupils, and others	Essential
Have a commitment to working within a team	Essential
Possess initiative, drive, and enthusiasm	Essential
Willingness to participate in training and development	Essential

Updated October 2021