

**Cardinal Heenan Catholic High School  
Person Specification  
Administrative Assistant (Grade B1)**



		<i>Attributes</i>		<i>Where Identified</i>		
		<i>Essential</i>	<i>Desirable</i>	<i>Application Form/Letter</i>	<i>Interview</i>	<i>Reference</i>
<b>QUALIFICATIONS/ TRAINING</b>	<ul style="list-style-type: none"> <li>▪ Professional / other qualifications</li> <li>▪ Evidence of up to date and appropriate training</li> <li>▪ Knowledge/Qualifications demonstrating ability in numeracy and literacy</li> </ul>	 ✓ ✓	 ✓	 ✓ ✓ ✓	 ✓ ✓ ✓	
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>▪ Experience of using reprographics machines</li> <li>▪ Experience of using Microsoft Word</li> <li>▪ Experience of using Microsoft Excel</li> <li>▪ Experience of Desk Top Publishing</li> <li>▪ Experience of using SIMS software</li> <li>▪ Experience of clerical / administrative work</li> <li>▪ Experience of working in a school / educational environment</li> </ul>	 ✓ ✓  ✓	 ✓  ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓ ✓
<b>SPECIFIC APTITUDE</b>	<ul style="list-style-type: none"> <li>▪ Good timekeeper</li> <li>▪ Work effectively as an individual and as part of a team</li> <li>▪ Good interpersonal skills</li> <li>▪ Computer literate</li> <li>▪ Well organised</li> <li>▪ Ability to meet deadlines</li> <li>▪ Ability to carry out work in an accurate, calm, clear and positive fashion</li> </ul>	 ✓ ✓ ✓ ✓ ✓ ✓ ✓		 ✓ ✓ ✓ ✓ ✓	 ✓  ✓	 ✓ ✓ ✓ ✓ ✓ ✓
<b>MOTIVATION AND SOCIAL SKILLS</b>	<ul style="list-style-type: none"> <li>▪ Show initiative</li> <li>▪ Supportive of the school ethos</li> <li>▪ Has vision, energy and enthusiasm</li> <li>▪ Flexibility</li> <li>▪ Ability to contribute to other aspects of school life</li> <li>▪ Smart, professional appearance</li> <li>▪ Commitment to safeguarding and promoting the wellbeing of all children</li> </ul>	 ✓ ✓ ✓ ✓ ✓ ✓		 ✓	 ✓  ✓ ✓ ✓ ✓	 ✓ ✓ ✓ ✓