

**CAULDWELL LOWER SCHOOL**

**PERSON SPECIFICATION**

**JOB TITLE:** Administrative Assistant

Attributes	Essential	Preferred
Education/Qualifications	Education to GCSE level with Maths and English at Grades A* - C or equivalent  Word Processing/Secretarial Skills RSA II or equivalent	RSAIII or equivalent in Word Processing/Secretarial Skills  SIMS experience
Experience	Minimum of 3 years office experience  Experience of undertaking a range of administrative tasks	Experience of working in a school office
Skills/Knowledge/Aptitude	Good interpersonal skills  Good standard of ICT skills  Ability to solve problems on a day to day basis  Ability to work with minimal supervision and to act on own initiative  Ability to cope with conflicting demands, deadlines and interruptions  Empathy with children and young people	
Motivation	Willingness to be flexible  Willingness to undertake further training as appropriate	
Other	Willingness to undertake First Aid training	Current First Aid Certificate