

**ARCHBISHOP RUNCIE CHURCH OF ENGLAND (VA) FIRST
SCHOOL**

**ADMINISTRATIVE ASSISTANT
PERSON SPECIFICATION**



FACTOR	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
1. SKILLS, KNOWLEDGE AND APTITUDES	<ul style="list-style-type: none"> • excellent written & verbal communication skills • ability to provide courteous and efficient reception service • conversant with the use of IT systems including Excel • ability to prioritise workload & work to tight deadlines • effective organisational skills • ability to use initiative • knowledge of invoice and processing systems • ability to keep spreadsheets up to date • ability to manage ParentMail (with training) 	<ul style="list-style-type: none"> • knowledge of LEA financial procedures • customer service skills • detailed knowledge of accounting systems and budget management 	Application Interview Reference
2. QUALIFICATIONS AND TRAINING	<ul style="list-style-type: none"> • good general standard of education • formal qualifications at GCSE grade C (or equivalent) or above in English Language & mathematics 	<ul style="list-style-type: none"> • higher level qualifications e.g. A level • qualification in book-keeping or basic accountancy 	Certificates Application Interview
3. EXPERIENCE	<ul style="list-style-type: none"> • cashless and cash collection systems • accounting 	<ul style="list-style-type: none"> • working in a school environment • promoting parent / church / 	Application Interview References

	<ul style="list-style-type: none"> • manual and computerised information and recording systems • dealing with telephone & face to face enquiries 	<p>community links</p> <ul style="list-style-type: none"> • liaison with external agencies and suppliers 	
4. DISPOSITION	<ul style="list-style-type: none"> • reliable & self reliant • flexible • tact & discretion • willing to undertake training as required • team player • confident with a range of contacts • sense of humour 	<ul style="list-style-type: none"> • understanding of successful relationships with: <ul style="list-style-type: none"> • pupils • staff • parents/community • objectivity 	Interview References
5. SPECIAL REQUIREMENTS	<ul style="list-style-type: none"> • ability to support the aims and ethos of our Church school • good health record • enhanced DBS clearance 		Interview References DBS certificate