



**Lanchester EP Primary School**  
**Administrative Assistant**  
**Grade 2 Full Time, Term Time only**



CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
APPLICATION	<ul style="list-style-type: none"><li>➤ Include a well-structured letter of explaining your suitability for the post (maximum of 250 words)</li></ul>		Recruitment Test
QUALIFICATIONS	<ul style="list-style-type: none"><li>➤ 5 GCSEs (A - C) including Maths and English or equivalent</li></ul>	<ul style="list-style-type: none"><li>➤ Evidence of continued professional development</li><li>➤ Word Processing Certificates</li><li>➤ Relevant ICT Certificates</li></ul>	Application form
EXPERIENCE	<ul style="list-style-type: none"><li>➤ Experience working in a busy office</li><li>➤ Experience of Microsoft Office in the workplace</li></ul>	<ul style="list-style-type: none"><li>➤ Experience of working in a school office</li><li>➤ Experience of working with SIMS and SIMS FMS systems</li><li>➤ Experience of working with financial management systems</li></ul>	Application form References
SKILLS, KNOWLEDGE and APTITUDE	<ul style="list-style-type: none"><li>➤ Excellent ICT skills - working knowledge of Microsoft Office packages including: Word, Excel, Publisher and emails</li><li>➤ Ability to prioritise a varied workload</li><li>➤ Ability to work under pressure</li><li>➤ Excellent time management and organisational skills</li><li>➤ Excellent communication skills</li><li>➤ Good team player</li></ul>		Application form Interview tests References
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"><li>➤ Calm pleasant manner</li><li>➤ Good communication skills with both visitors and staff</li><li>➤ Pro-active approach to work</li><li>➤ Discretion and confidentiality</li><li>➤ Ability to make decisions</li><li>➤ Good sense of humour, patience and understanding</li><li>➤ Supportive of the school's Christian ethos</li></ul>		Interview