

Lancashire County Council

Person Specification Form		
Post Title: Administrative Assistant	Grade: 3	
Directorate: Children and Young People		
Establishment: All Hallows Catholic High School, Penwortham, Preston		
Requirements (based on the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), Test (T), or other (give details)
Qualifications <ul style="list-style-type: none"> Have English and Maths GCSE's Safeguarding Training Data Protection Training 	E D D	AF AF AF
Experience <ul style="list-style-type: none"> Working in an administration role Working as part of a team Handling confidential information Working within a school environment Liaising with suppliers 	E E E D D	AF/I AF/I AF/I AF/I AF/I
Knowledge, Skills and Abilities <ul style="list-style-type: none"> Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community Use financial computer databases effectively and independently Prioritise their workload and complete all tasks required of them Communicate with people of the phone in an appropriate and engaging manner, effectively answering any questions Demonstrate an organised and effective approach to handling a demanding workload Use school/admin/IT systems effectively <p>The successful candidate will have:</p> <ul style="list-style-type: none"> Excellent verbal and written communication skills Excellent time management and organisation skills High expectations of self and professional standards The ability to work as both part of a team and independently The ability to maintain successful working relationships with colleagues High levels of drive, energy and integrity 	D D E E E E E E	AF/I AF/I AF/I AF/I AF/I AF/I/T AF/I AF/I AF/I AF/I AF/I

Other (including special requirements) <ol style="list-style-type: none"> 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to Health and Safety 	E E E	I I I
Prepared by: Mr C Horrocks Date: 5/11/2019		
Note: We will always consider your references before confirming a job offer in writing		