

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

SENIOR ADMINISTRATIVE ASSISTANT

PERSON SPECIFICATION

Category	Essential	Desirable	Where Identified
Application	Completed Durham County Council Support Staff application form. 2 fully supported professional references (one to be from present or most recent employer)	Supporting letter of application	Application References
Education/Qualifications	5 GCSE's (or equivalent) including Maths and English Language grades 9-4 School Administration/Business Administration Qualification		Interview
Skills and Knowledge	Good word processing skills, including using Word and Excel Knowledge of SIMS, FMS, ParentPay Good organisational skills with the ability to work to tight deadlines	Knowledge of Weduc and Every Knowledge or Oracle	Application Interview
Personal Attributes	Personable, honest, reliable and trustworthy Sense of humour Adaptable and flexible Able to work on own initiative Ability to work effectively as an individual and member of a team Ability to communicate effectively with staff, parents and pupils Ability to respect matters of a confidential nature Ability to work under pressure and prioritise tasks accordingly		Application Interview References