

DURHAM TRINITY SCHOOL & SPORTS COLLEGE

ADMINISTRATIVE ASSISTANT

PERSON SPECIFICATION

Category	Essential	Desirable	Where Identified
Application	Completed Durham County Council Support Staff application form. 2 fully supported professional references to be taken up prior to interview (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 5-9 (A-C)		Interview
Skills and Knowledge	Good word processing skills, including using Word and Excel Competent in carrying out general office tasks including reception duties	Knowledge of Arbor and Oracle Experience of taking minutes Recent experience of working in a school office	Application Interview
Personal Attributes	Ability to work effectively both as part of a team and independently Ability to manage your own time productively, working on own initiative and to deadlines Excellent written and verbal communication skills Flexible approach to work Ability to work with all stakeholders under pressure Understanding of promoting positive relationships with the wider school community Commitment to safeguarding and protecting the welfare of children and young people Commitment to equality and diversity		Application Interview References

	Commitment to health and safety Commitment to sustaining regular attendance at work		
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