**ESSENTIAL CRITERIA**

**Administrative Assistant**

Subject to satisfactory references and successful DBS check and right to work in the UK. Commitment to safeguarding of children is essential. Willingness to take part in performance management.

**Qualifications and Experience**

* Willing to support our Christian ethos.
* Previous Office experience necessary
* GCSE or equivalent in Maths and English

**Knowledge Skills and Abilities**

* Able to demonstrate good caring practice and willingness to support office team
* High level of competence in use and application of ICT including Word and Excel and working knowledge of support systems
* Ability to learn new systems

**Personal Qualities**

* Positive attitude to equal opportunity and inclusion
* Able to work effectively as an individual and in a team
* A good health record
* Ability to work calmly under pressure
* Energy, enthusiasm, flexibility and good sense of humour