

# Sacred Heart R.C. Primary School

WESTHOUGHTON

## PERSON SPECIFICATION

### APPRENTICE OFFICE ASSISTANT

Criteria	Essential	Desirable	Evidence
<b>Education and Training</b>	<ul style="list-style-type: none"> <li>To work towards Level 2/3 NVQ or equivalent.</li> <li>To be able to demonstrate professional development</li> <li>To work towards appropriate functional skills qualifications at Levels 1 &amp; 2 in Maths, English or equivalent if necessary.</li> <li>Ability to use Microsoft PowerPoint &amp; Word packages.</li> </ul>	<ul style="list-style-type: none"> <li>Participation in or a willingness to undertake further training.</li> </ul>	A A A/I A/O
<b>Work Experience</b>	<ul style="list-style-type: none"> <li>To be committed to working in a school environment.</li> <li>To have good communication skills.</li> <li>To show ability with ICT.</li> </ul>	<ul style="list-style-type: none"> <li>To show involvement in a project or development</li> <li>To have a knowledge and understanding of the role of school staff.</li> </ul>	A/I A/I A/I
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>To be able to set standards and provide a role model for pupils and staff</li> <li>To be able to support the Headteacher and Senior Leadership Team in the development of the school.</li> <li>To be able to maintain good discipline and pastoral care throughout school</li> </ul>		A/I A/I A/I
<b>Approach to Work</b>	<ul style="list-style-type: none"> <li>To have high motivation, enthusiasm and commitment</li> </ul>		A/I