



**BISHOP CHADWICK CATHOLIC EDUCATION TRUST**

**PERSON SPECIFICATION**

**POST TITLE:** Admin Support/Catering Support/Teaching Assistant Support

**GRADE:** National Minimum Wage

|                                     | ESSENTIAL   | DESIRABLE  | METHOD OF ASSESSMENT  |
|-------------------------------------|---|--|---|
| <b>Educational Attainment</b>       |   | <ul style="list-style-type: none"> <li>GCSE Grade C in Maths and English</li> </ul>                        | <ul style="list-style-type: none"> <li>Application Form</li> <li>Certificates</li> </ul>                  |
| <b>Work Experience</b>              |   | <ul style="list-style-type: none"> <li>Previous experience of working within a team environment</li> </ul> | <ul style="list-style-type: none"> <li>Application Form</li> <li>Interview</li> <li>References</li> </ul> |
| <b>Knowledge/ Skills/ Aptitudes</b> | <ul style="list-style-type: none"> <li>Good communication skills</li> <li>Good interpersonal skills</li> </ul>  | <ul style="list-style-type: none"> <li>ICT Skills</li> <li>Good customer service skills</li> </ul>         | <ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>                           |
| <b>Disposition</b>                  | <ul style="list-style-type: none"> <li>Flexible approach to work</li> <li>Committed to the principles of equality and diversity</li> <li>Able to work well as part of a team</li> </ul> |  | <ul style="list-style-type: none"> <li>Interview</li> <li>References</li> </ul>                           |
| <b>Circumstances</b>                | <ul style="list-style-type: none"> <li>Enhanced Disclosure from the Disclosure and Barring Service</li> </ul>   |  | DBS Check   |