



Person Specification

Rooted in Christ and Catholic tradition and under the guidance of its patron, St Edmund's aims to realise the God-given potential, in body, mind and spirit, of all members of its community through service and leadership.

Avita Pro Fide !

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role Title	Summer School Operations Assistant		
Reporting to:	Director of the Summer School		
	Essential	Desirable	Method of Assessment
Experience	<ul style="list-style-type: none"> • Proven experience as a pro-active team-member contributing to the success of the wider team & organisational goals 	<ul style="list-style-type: none"> • Experience of working in a busy, fast-paced environment, dealing with daily enquiries by phone, email and in person • Background of working in PA or administrative capacities 	Contents of the application form Interview Professional references
Skills & Knowledge	<ul style="list-style-type: none"> • Able to maintain high levels of discretion and confidentiality at all times • Able to deal with sensitive issues, whether face to face or in written communication • Ability to communicate effectively and in an appropriate manner with colleagues at all levels of seniority • Excellent written and verbal communication skills • Ability to prioritise and work to strict deadlines with excellent time management skills • Ability to organise own tasks with minimum supervision • Excellent IT skills with good working knowledge of Microsoft Office • Excellent administrative skills with meticulous attention to detail • Ability to work pro-actively to complete tasks • Excellent interpersonal skills • Quick and accurate data entry skills • Ability to take accurate minutes 	<ul style="list-style-type: none"> • Graduate with Honours Degree • Experience of working with databases • Experience of managing social media accounts in a professional context 	Contents of the application form Interview Professional references

Personal competencies and qualities	<ul style="list-style-type: none"> • Willing to learn • Methodical • Able to use common sense and initiative • Hard-working and willing to accept guidance/instruction when needed • Excellent team player • Flexible • Cheerful manner, friendly and personable • Smart and presentable • Ability to work calmly, quietly and under pressure 		Contents of the application form. Interview Professional references
-------------------------------------	--	--	---

The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check

We will seek references that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications.