



Person Specification

Job Title	Administrative Assistant		
School	Seven Kings School (Primary)	Salary	LBR4
Selection Criteria			
Education and Qualifications: <ul style="list-style-type: none"> Evidence of significant training and experience and continuous professional development relevant to the post (Essential) 			
Experience and Training: <ul style="list-style-type: none"> A proven record of success in administration support (Essential) Experience of working with a range of partners including parents and agencies to deliver agreed outcomes (Essential) Commitment to continual further professional development (Essential) Commitment to the well-being and safeguarding of children by adhering to school policy and procedure (Essential) Successful experience of working collaboratively and planning within a team (Essential) First Aid qualification (desirable) 			
Knowledge, understanding and skills (Essential): <ul style="list-style-type: none"> Knowledge and understanding of a range of IT systems and how they can be used effectively to support learning and school improvement An ability to use a range of ICT packages to produce documents, spread sheets and analysis of data reports Excellent verbal and written communication skills; excellent organisation skills; excellent time management skills The ability to work independently and as part of a team, with parents, professional bodies and young people in a confidential setting 			
Personal qualities (Essential): <ul style="list-style-type: none"> Strong personal values and motivation to lead in line with the ethos Seven Kings School Strong and personal values around the inclusion agenda and equal opportunities Organised Ability to keep calm under pressure Ability to work well in a team, and independently Unconditional positive regard for young people Excellent inter-personal skills in dealing with highly confidential information; evidence of effective relationships with students, parents and colleagues An enthusiasm for the post and ability to motivate and inspire pupils, staff, parents / carers and Governors A high level of commitment to the school and its continuing development Flexibility and the ability to balance priorities and absorb pressure on a daily basis An understanding of the need for confidentiality and discretion when dealing with sensitive matters 			
General (Essential): <ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care Comply and assist with the development of procedures relating to child protection, health, safety and security, confidentiality and data protection Be responsible for own health and safety as well as that of colleagues, students and the public 			