



Kineton Green Primary School  
SUMMIT LEARNING TRUST

### Person Specification – Administrative Assistant

*The successful candidate will be suitably qualified with a breadth of relevant experience and capable of inspiring trust and confidence across a diverse range of students, staff and parents.*

	Essential	Desirable
<b>Qualifications/ Training</b>	<p>Level 4 or above in GCSE English and Maths or equivalent</p> <p>Willing to undertake job related training</p>	<p>An intermediate or above qualification in word processing/typing skills</p>
<b>Relevant experience</b>	<p>Experience in a general administration environment</p> <p>Experience of Microsoft Word package</p> <p>Experience of using database applications</p> <p>Experience of reception work</p>	
<b>Knowledge and understanding</b>	<p>Knowledge of standard office procedures</p> <p>Knowledge of standard office equipment</p>	<p>Relevant work experience within a school setting</p>
<b>Skills and aptitudes</b>	<p>Have a good level of literacy and numeracy skills</p> <p>Have excellent interpersonal and customer service skills.</p> <p>An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by <b>Part 7 of the Immigration Act 2016</b></p> <p>Able to communicate effectively and accurately both verbally and in writing</p> <p>Able to communicate in a clear and concise manner both on the telephone and face to face</p> <p>Ability to write clear, letters and reports</p>	

	<p>Ability to complete work to the required standards of accuracy and presentation</p> <p>Has developed and maintained effective working relationships with a wide range of people</p> <p>Ability to work on own initiative with minimum supervision</p> <p>Ability to maintain strict confidentiality</p>	
<p><b>Special Requirements</b></p>	<p>Enhanced DBS clearance</p> <p>Compliance with all School and Trust policies</p> <p>Safeguarding and promoting the welfare and success of all students and young people.</p> <p>The implementation of equal opportunities practice.</p> <p>Promoting the stated aims and policies.</p>	