



**Person specification –
Administrative assistant**

Essential	Desirable
<ul style="list-style-type: none"> • Good standard of general education including good grades at Level 2 in English and Maths • Good communication and interpersonal skills with the ability to relate to both young people and adults in an empathetic manner • Ability to work accurately and with attention to detail • Ability to use ICT as an administrative tool and for accurate and effective record keeping systems • Excellent organisational skills with the ability to work to deadlines • Ability to work under pressure and to prioritise accordingly • Commitment to own professional development and to undertake relevant training • Commitment to teamwork within all aspects of school life • Commitment to the principles of comprehensive education and equal opportunities, with an awareness of other people’s behaviour, physical, social and welfare needs • Commitment to the protection and safeguarding of children and young people • Understanding of and commitment to the mission, culture and values of Kineton High School 	<ul style="list-style-type: none"> • Experience of working in a secondary school setting or in a similar role • Experience of SIMS database