



**Person specification –  
Administrative and  
communications assistant**

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