



**Administrative Assistant
Person specification**

Essential	Desirable
<ul style="list-style-type: none"> • To be committed to teamwork within all aspects of the school life • Confidence with using Microsoft packages • To be committed to furthering own personal knowledge and skills • Committed to high professional attributes including excellent organisational skills • Excellent communications skills, written, visual and verbal for arrange of audiences • Confidence to learn new skills and develop professional knowledge • To be committed to the principles of comprehensive education and equal opportunities and the values and ethos of KHS • Willingness to be flexible and positively respond to the dynamic and unpredictable nature of a school environment • Display commitment to the protection and safeguarding of children and young people 	<ul style="list-style-type: none"> • Previous experience offering transferable skills specifically linked to the job description • Confident in the use of excel and use of ICT packages