

Person Specification

SCHOOL: Barming Primary School

JOB TITLE: Key Worker Teaching Assistant

GRADE: Kent Range 4 (KR4: £19,389 to £20,493)

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| **Area** | **Criteria** | **Desirable Criteria** |
| **Qualifications** | Good level of general education at Level 2 qualification (equivalent: GCSE: A-C or O: Level A-C) or above including English or Maths. |  |
| **Experience** | Proven administration experience within an office environment, preferably within school administration.  Experience working with key software, such as Word, Excel and Publisher.  Previous experience of working with young people and their families.  Experience of verbal and written communication with a variety of stakeholders.  Experience of using MIS software. | Experience of using Scholar Pack.  Experience of admissions.  Experience of using StudyBugs, ParentMail and/or ClassDojo. |
| **Skills and Abilities** | The ability to deal with public enquiries in a professional manner and to respect confidential information relating to staff, pupils and families.  A calm manner to deal with all situations.  An excellent manner which is warm, bubbly and friendly to all whether in person or on the telephone.  Excellent typing skills with a good working knowledge of Microsoft Office, Word in particular.  The ability to work with colleagues as part of a team, to be flexible, adaptable and to multi-task.  Good level of general education at Level 2 qualification or above including English and Maths.  Excellent communication and interpersonal skills both written and verbal.  Able to self-motivate, use own initiative, work confidentially and efficiently under pressure.  Awareness of data protection and safeguarding. |  |
| **Knowledge** | Demonstrate a basic understanding of the work of the School.  Demonstrate a good understanding of the application of school’s cover procedure.  Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Office 365 / MIS – and excellent typing skills. |  |

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|  | Awareness of Data Protection.  Demonstrate an understanding of confidentiality and child protection issues in a school setting. |  |
| **Attributes** | Capacity to remain calm under pressure.  Able to work supportively as a team member and able to take own initiative when working independently. | A sense of humour. |