King's Farm Primary School
Cedar Avenue
Gravesend
Kent DA12 5JT

Tel: 01474 566979
Email: office@kings-farm.kent.sch.uk
Website: www.kings-farm.kent.sch.uk

Headteacher: Mr Chris Jackson

Person Specification – Administration Assistant

	Essential	Desirable
Professional qualifications	• Ability to articulate personal development needs	• GCSE C and above in English
Competencies and experiences	• Ability to develop trusting relationships with children and adults • Experience of working within a team • Good interpersonal skills • Sound skills in ICT • Commitment to high standards • Grammatically correct speech and writing • Good Attention to detail • Good verbal communication skills	• Experience of working in an administrative environment
Personal qualities	• An approachable and caring manner • A commitment to children's entitlement to rich educational experiences • Good time management • Commitment to promoting school improvement and raising standards • Enthusiastic and energetic • Motivated • Willing to try new things • Prepared to seek help where necessary • Enjoys a challenge • Builds good relationships with pupils, staff, parents and governors • Good team player	
School specific qualities	• To commit to the school's vision, aims and ethos • Encourage parents' involvement in their child's education	• Willingness to be involved in whole school events