**Kent County Council**

**Person Specification:** Administration Assistant

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| **School:** | **Westmeads Community Infant School** |
| **Grade:** | **Kent Range 3** |
| **Name:****Responsible to:** | **Office Administrator****Office Manager and Head teacher** |

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA**  |
| **QUALIFICATIONS** | * NVQ 2 or equivalent.
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| **EXPERIENCE** | * Operational experience of administrative and office systems.
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| **SKILLS AND ABILITIES** | * Ability to communicate effectively, courteously and confidentially with other school staff and teachers, senior leadership team, pupils, parents/carers, suppliers and visitors, in person and over the telephone.
* Literacy and numeracy skills
* Confident telephone manner and ability to take accurate messages.
* Confidence and ability to investigate queries and anomalies when required.
* Good organisational skills and ability to prioritise workload to achieve deadlines.
* Ability to retain and use a range of new information.
* Computer literacy – ability to use a computer and produce a range of accurate documents, using Windows/Microsoft Office package including basic spreadsheets/database and accurately inputting information, once training has been provided.
* Ability to operate computerised and manual filing systems.
* Ability to work confidentially, keeping work-related issues and discussions in the workplace.
* Willingness to attend training courses which help in current role and develop potential for other roles.
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| **KNOWLEDGE** | * Requires knowledge and procedures for a range of administration activities including knowledge of various IT packages.
* Awareness of the School’s Record Retention Policy and freedom of information protocols or an awareness of the requirement for this policy and protocol.
* Awareness of Data Protection and confidentiality issues.
* Awareness and understanding of and to work within national legislation and procedures relating to Health and Safety.
* Awareness of equalities and diversity issues – respecting the needs and views of other people.
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