



Orchard Academy Trust

Hildenborough Crescent, Maidstone

Kent, ME16 0PG

Telephone: 01622757350

Executive Head: Mrs J Young

Person Specification: Office Assistant

SCHOOL:	Barming Primary School
JOB TITLE:	Office Assistant (Term Time Only)
HOURS:	8am to 4pm Wednesday, Thursday and Friday (3 days a week)
GRADE:	Kent Range 4 (KR 4 £21,389-£22,493)

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

	Knowledge of a range of computer applications – including work Word / Excel / PowerPoint / Office 365 / MIS – and excellent typing skills.	
Attributes	Capacity to remain calm under pressure. Able to work supportively as a team member and able to take own initiative when working independently.	
Child Protection	Awareness of Data Protection. Demonstrate an understanding of confidentiality and child protection issues in a school setting.	

