

Kingswode Hoe School

Person specification

Admin Assistant

Essential	Desirable
<ul style="list-style-type: none">• High standard of written and spoken English (at least GCSE above grade C)• High standard of numeracy skills (at least GCSE grade C)• Ability to use all Microsoft Office applications• Exceptional inter-personal skills• Professional telephone manner• Excellent time management• Ability to work to deadlines• Ability to work under pressure• Determination• Creative thinking• Multi-tasking skills• Problem solving skills• Negotiating skills• Ability to form good relationships with SEN pupils and their parents• Flexibility• Resilience• Sense of humour• Awareness of confidentiality needs in a school environment and GDPR	<ul style="list-style-type: none">• A level English or equivalent• First Aid qualification• Health & Safety training• Previous school experience• Previous office experience• Arbor system experience

Expectations

The successful candidate will be part of a highly experienced staff team. They will be expected to contribute to this team and be able to work collaboratively with a range of adults across the whole school. All staff are expected to take part in Personal Development activities, training, Performance Management and support school activities.

Kingswode Hoe School is part of the SEAX multi-academy trust
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What we plant today, we grow tomorrow...

