**Christ the King Catholic Voluntary Academy**

1. **Person Specification**
2. **Administrative Assistant (Inclusion)**

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| **A Training and Qualifications** | **Essential** | **Desirable** |
| Five GCSEs including a minimum of GCSE (or equivalent) grade C/Level 5 in maths and English | **Y** |  |
| Evidence of commitment to continuing professional and personal development | **Y** |  |
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| **B Experience** | **Essential** | **Desirable** |
| At least 2 years’ experience of working in a busy office environment | **Y** |  |
| Experience of working in a school environment |  | **Y** |
| Experience of working with SEND Admin |  | **Y** |

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| **C Professional Knowledge and Skills** | **Essential** | **Desirable** |
| A commitment to continual professional development  | **Y** |  |
| An ability to understand and apply SEN legislation | **Y** |  |
| An ability to respect and maintain confidentiality  | **Y** |  |
| Excellent working knowledge of standard computer packages (word processing, mail merge, email, databases and spreadsheets etc) | **Y** |  |
| Ability to accurately minute meetings | **Y** |  |
| Excellent verbal and written communication skills | **Y** |  |
| Excellent planning, organisation and negotiation skills | **Y** |  |
| Knowledge of school administrative systems |  | **Y** |
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| **D Personal Attributes** | **Essential** | **Desirable** |
| Willingness to support Catholic life in schools |  | **Y** |
| Professional, friendly and approachable and able to relate well to staff, students and visitors | **Y** |  |
| Excellent telephone manner | **Y** |  |
| Able to adapt to changing circumstances and new ideas | **Y** |  |
| Attention to detail | **Y** |  |
| Can-do attitude and solution focused approach | **Y** |  |
| Ability to be respectful and promote equality of opportunity and diversity | **Y** |  |
|  |  |  |
| **E Safeguarding** | **Essential** | **Desirable** |
| Ability to relate to students in a pleasant and sympathetic manner and to recognise potential child safeguarding issues | **Y** |  |
| Understanding of responsibilities of the Trust and schools in ensuringcompliance with all relevant legislation | **Y** |  |