



## PERSON SPECIFICATION

<b>JOB TITLE</b>	School Office Assistant
<b>REPORTING MANAGER:</b>	School Office Manager

### SAFEGUARDING:

*Forest School is committed to safeguarding and promoting the welfare of children.*

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### PERSON SPECIFICATION:

- Excellent Administrative skills
- Well-developed interpersonal and communication skill, and with an excellent telephone manner
- A sound command of written and spoken English
- Good computer literacy and competency Word and Excel
- Accuracy and attention to detail
- Flexible and able to work calmly and efficiently under pressure
- Excellent team working skills with the ability to work independently when necessary
- Willing to help out with all duties in the office
- Ability to learn new tasks and processes quickly
- Integrity and drive
- Professional appearance