

Person Specification: Kyra Clerical Assistant

Qualifications and training (Application)	Essential	Desirable
A minimum of 5 GCSEs (or equivalent) at Grade C or above, including English and Mathematics	✓	
A Levels or equivalent and higher education qualifications		✓

Experience/employment record (Application/ Interview/ References)	Essential	Desirable
Experience in word processing and use of spreadsheets	✓	
Experience in use of Powerpoint and Publisher programmes		✓
Previous experience in an administrative role	✓	
Experience of working in the education sector		✓

Personal qualities (Application/ Interview/ References)	Essential	Desirable
Good organisational skills	✓	
Good communication skills	✓	
Able to manage own workload	✓	
Able to work well in a team	✓	
Attention to detail	✓	