



## **Thomas's Kensington**

### **Temporary Cover – Lower School Administrator and PA to the Deputy Head**

#### **Person Specification**

**We are looking for a 5<sup>th</sup> member of the Administration Team who has:**

- An efficient and organised nature
- Experience of a role which requires multi-tasking
- Ideally has with experience in a school or other busy office setting
- Is happy working as part of a team as well as under own initiative
- Is used to, or interested in working with children from 4–11 years old
- Has a flexible nature
- Attention to detail
- Cheerful outgoing outlook with a can do attitude

This role falls within the category of regulated activity, therefore you will be required to have an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact will be to adhere to and ensure compliance with the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Safeguarding Officer or Deputy Safeguarding Officer.