

**Parkgate House School**

**Person Specification**

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| Job Title | **Office Assistant** |
| Start Date | **March / April 2021** |
| Qualifications | * Educated to at least ‘A’ level standard with GCSE in   English and Maths at level C or above |
| Experience | * Proficient in the use of MS Office, especially   Word and Excel   * Experience of working with Indesign (desirable) |
| Skills and Abilities | * Excellent customer service skills * Highly organised and self-motivated * Ability to write well with a good command of grammar * Ability to proofread with excellent attention to detail and accuracy * Flexibility to adapt quickly to rapidly changing circumstances. * Ability to develop good working relationships with staff, pupils, visitors and all users of the school site |
| Personal attributes | * Professional, dedicated, hard-working and motivated * Courteous * Reliable and honest |
| Other Factors | * Enhanced DBS check |

*Parkgate House School is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure & Barring Service Check (including a check against the Children’s Barred List), and other pre-employment screening including a check on the Secretary of State list of prohibited staff and Disqualification by Association Self-Declaration Form .*