



Founded 1674

THE HARVEY GRAMMAR SCHOOL

Cheriton Road Folkestone
Kent CT19 5JY

Headteacher: **Mr S Norman, BA (Hons), NPQH**

PERSON SPECIFICATION Learning Resource Administrator

Qualifications and Experience

- Experience of working in a customer focused environment
- Previous administration experience
- Ability to proficiently use computer systems including word processing, spread sheet, database and internet systems

Skills and Attributes

- Ability to manage competing priorities and meet deadlines
- Ability to demonstrate effective verbal and written communication skills
- Good standard of numeracy and literacy skills
- Ability to maintain accurate records and filing system
- Ability to deal with confidential data / issues appropriately
- Meticulous in approach to working practice
- Ability to work under pressure

Personal Qualities

- Enjoys working with children and able to encourage reading and enjoyment of literature
- A professional approach with regard to discretion, sensitivity and the need for confidentiality
- Initiative and ability to prioritise work
- Ability to work constructively as part of a team, understanding school roles and responsibilities
- Able to work flexibly to meet deadlines and adapt to changing circumstances
- Interest in assisting young people with career aspirations
- Efficient and meticulous in detail and organisation
- Evidence of excellent attendance and punctuality record
- Understands the need to follow school and DfE/EFA regulations
- Can interact professionally with the school's wider community

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