



Chief Executive: Mr R Tarn

Northern Education Trust
c/o Thorp Academy
Main Road
Ryton
NE40 3AH

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www.northerneducationtrust.org

Outcomes Focused, Child Centred

Person Specification

Position: Casual Community Zone Assistant

Grade: Grade C SCP 1

Reports To: Operations Manager

	Essential	Desirable
Qualifications Training	<ul style="list-style-type: none">• Willingness to participate in training and development opportunities	<ul style="list-style-type: none">• Child Protection Training
Experience	<ul style="list-style-type: none">• General clerical, administrative and financial understanding• 	<ul style="list-style-type: none">• Experience of reception duties
Skills Knowledge	<ul style="list-style-type: none">• Good numeracy/literacy skills• Effective use of ICT packages• Use of relevant equipment/resources• Good keyboard skills• Ability to relate well to children and adults• Work constructively as part of a team, understanding Academy roles and responsibilities and your own position within these• Positive approach to customer care	<ul style="list-style-type: none">• Appropriate knowledge of First Aid
Personal Attributes	<ul style="list-style-type: none">• Friendly and approachable manner• Reliable and punctual• Flexible	

Registered Office: c/o Thorp Academy, Main Road, Ryton NE40 3AH.
Company Number 07189647. **VAT Number** 247686266.

Northern Education Trust is a company limited by guarantee registered in England and Wales.
Northern Education Trust is an exempt charity in accordance with Schedule 3 of the Charities Act 2011.



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