

	JOB REQUIREMENTS	Essential	Preferred	Assessed
<b>Knowledge, Experience and Skills</b>	GCSE / CSE or equivalent in English and Maths, grade C or above	✓		A
	Experience of use of computerised systems and report generation	✓		A, I
	Previous relevant experience of working in a school or college		✓	A
	Demonstrate a good working knowledge of various computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Knowledge of SIMs software		✓	A, I
	Knowledge of school examination and timetabling requirements		✓	A, I
	JOB COMPETENCIES	Essential	Desirable	
<u><b>Interacting and Presenting</b></u>	Excellent team worker	✓		I
<b>Relating &amp; Networking</b>	Builds good relationships and relates well to people at all levels	✓		I
<b>Presenting and Communicating Information</b>	Good oral and written communication skills		✓	A, I
<u><b>Organising &amp; Executing</b></u>	Able to be an effective timekeeper and able to manage and organise own time	✓		A, I
<b>Planning and Organising</b>	Demonstrable attention to detail	✓		A, I
<b>Delivering results</b>				
<b>Following instructions &amp; procedures</b>	Able to follow instructions systematically and work to deadlines	✓		A, I
<u><b>Adapting and Coping</b></u>	Ability to work productively in a pressurised, busy, deadline driven work environment	✓		A, I
<b>Coping with Pressures and Setbacks</b>	Ability to maintain a calm, helpful and positive attitude in a busy environment	✓		A, I
<b>Child Protection</b>	A commitment to the responsibility of safeguarding and promoting the welfare of your people	✓		I
	Enhanced DBS disclosure	✓		
	Willingness to undertake Child Protection and Recognition of Abuse training when required	✓		I

A = by application, I = assessed on Interview Day