**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * English GCSE at Grade C or above, or equivalent |  |
| Experience | * Proven administrative skills | * Experience of working in a school setting |
| Specialist knowledge / skills | * Excellent literacy standards | * Knowledge of SIMS school database |
| Personal skills | * Ability to deliver excellent customer service to both adults and children * Ability to plan and prioritise tasks * Excellent attention to detail * Outstanding communication skills * Professional resilience * A sensitive and diplomatic approach |  |
| General | * Excellent understanding of safeguarding guidance | * A good understanding of school policies |