**PERSON SPECIFICATION**

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|  | ESSENTIAL | DESIRABLE |
| Education / training | * English GCSE at Grade C or above, or equivalent
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| Experience | * Proven administrative skills
 | * Experience of working in a school setting
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| Specialist knowledge / skills | * Excellent literacy standards
 | * Knowledge of SIMS school database
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| 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
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| General | * Excellent understanding of safeguarding guidance
 | * A good understanding of school policies
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