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|  | **Qualifications** | **Essential** | **Desirable** |
|  | Minimum of 5 GCSE’s equivalent at Grade C or above including Maths and English | 🗸 |  |
|  | Equivalent qualification in related area or equivalent experience | 🗸 |  |
|  | **Experience** |  |  |
|  | Experience of providing high-level support in a busy environment | 🗸 |  |
|  | Experience in maintaining issues of confidentiality in the working environment | 🗸 |  |
|  | **Knowledge** |  |  |
|  | Knowledge of and commitment to school policies including Safeguarding, Staff Code of Conduct, Health & Safety and Equal Opportunities, |  | 🗸 |
|  | Knowledge of ICT software including SIMS |  | 🗸 |
|  | Excellent working knowledge of Microsoft Office packages including Outlook, Word and Excel | 🗸 |  |
|  | Knowledge and understanding of examination regulations and procedures | 🗸 |  |
|  | **Skills** |  |  |
|  | Excellent telephone manner | 🗸 |  |
|  | Able to work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting targets and deadlines | 🗸 |  |
|  | Demonstrate a clear commitment to the team approach: exchanging ideas and providing support to colleagues | 🗸 |  |
|  | Ability to work to a high standard of accuracy and attention to detail | 🗸 |  |
|  | Ability to establish and enforce deadlines | 🗸 |  |
|  | Ability to build effective working relationships with a wide variety of individuals | 🗸 |  |
|  | Proven high communication skills, oral and written in order to produce detailed reports | 🗸 |  |
|  | Evidence of well-developed interpersonal skills. Ability to communicate effectively both verbally and in writing, negotiating ability and tact to promote relationships within and outside the school. | 🗸 |  |
|  | Ability to act as a minute taker as directed by senior managers | 🗸 |  |
|  | Demonstrate an attention to detail and an ability to stick to routine tasks | 🗸 |  |
|  | Proactive approach to work and problem solving and the ability to deal with issues as they occur. | 🗸 |  |
|  | Professional manner and ability to deal with various members of the public and senior management | 🗸 |  |