|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications & Training** | * GCSE English and Maths Grade A\*-C or equivalent qualification
 | * Ability to use SIMS
* First Aid training
* Safeguarding training
* Recognised qualification in Microsoft Word, Excel or European Computer Driving Licence
 |
| **Experience, knowledge & understanding** | * Ability to work effectively as part of a team
* Ability to promote a positive ethos and role model positive attributes
* Experience of working with young people
 | * Previous experience of having worked in an educational environment
* Previous experience of reception duties
 |
| **Skills & Abilities** | * Ability to use the Microsoft Office Suite
* Ability to stay calm under pressure
* Ability to meet deadlines
* Ability to be self-directed
* Good organisational skills
* Confidence to work with a wide range of people and abilities
* Commitment to personal continuous professional development
 | * Ability to work flexibly to meet the needs of the Academy
 |
| **Personal qualities and attributes** | * Ability to communicate effectively and concisely
* Ability to build effective working relationships with students and colleagues
 |  |
| **Commitment To** | * Commitment to diversity and equality of opportunity in all working practices
 |  |
| **Attendance** | * A good attendance record in current employment, (not including absences due to disability)
 |  |