



## **St Ambrose Barlow RC High School & Sixth Form College**

A National School of Creativity

Headteacher: Ben Davis

### **Person Specification**

#### **Personal Qualities**

The Governors are looking for a person with motivation and energy who will have a determination to provide an excellent support service to the staff and children of the school. The person appointed must show flexibility and teamwork which are key attributes for this role. Confidentiality plays a vital part in this post.

#### **You must have**

- \* Excellent communication skills both verbally and in writing
- \* A personal and professional integrity
- \* A flexible approach to team working and a willingness to cover for absent colleagues when needed
- \* High levels of computer literacy
- \* The ability to maintain and develop, where necessary, the highest levels of administrative support for staff, pupils and parents.

#### **Desirable**

Knowledge of SIMS database systems (this is not essential as training can be given).