

Person Specification

Skills Required

Ability to relate well to people on all levels with sensitivity, tact and diplomacy	Essential
Ability to remain calm under pressure and work to deadline; systematic in approach to tasks, with attention to detail	Essential
Evidence of a pro-active approach to planning and prioritising work	Essential
Good ICT skills (ie: confident and adept in use of Microsoft applications such as Word, Excel, Forms, Teams, and PowerPoint)	Essential
Able to accurately maintain records in school database	Essential
Excellent command of written and spoken English	Essential
Good telephone manner and ability to deal with callers and visitors in a calm and courteous way	Essential

Knowledge Base

Knowledge of office management processes	Desirable
Knowledge of safeguarding issues.	Desirable

Qualifications/Attainment

A good honours degree or equivalent	Desirable
5x GCSEs, including Maths and English at Grade C or above, or equivalent	Essential
First aid qualification, or willingness to obtain	Essential

Attitude/approach

A high level of personal integrity, with proven experience of handling sensitive situations with tact and diplomacy and with complete respect for confidentiality.	Essential
Honesty, energy, stamina, enthusiasm	Essential
A willingness to engage in the whole life of the school and work flexibly to support school events and activities	Essential
An enjoyment of working with and being in the company of children	Essential
Professional but approachable demeanour relating to all members of the school community, suppliers etc.	Essential
Well-groomed, with dress standards and appearance appropriate to the role	Essential
Willingness to "roll up sleeves" in an emergency	Essential