



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

T: 0161 368 5132 E: [admin@alderchs.uk](mailto:admin@alderchs.uk)

Headteacher: Mrs M Critchlow BA (Hons) NPQH

## Person Specification

	Essential	Desirable	Method of Measuring
<b>Qualifications:</b>			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level (or equivalent)		X	A, C
First Aid at Work		X	A, C
<b>Skills and Experience of:</b>			
Working within a customer service environment.	X		A, I
Working within a school or busy office environment.		X	A, I
Excellent IT skills, especially Excel, Word and Outlook etc.	X		A, I, R
Excellent administration skills.	X		A, I, R
Excellent customer service skills	X		A, I, R
<b>Knowledge and understanding of:</b>			
Safeguarding and child protection		X	A, I
GDPR		X	A, I
<b>Personal Qualities:</b>			
Flexible and adaptable in your approach to the job.	X		A, I, R
Able to remain calm under pressure	X		A, I, R
Able to work on your own initiative and to deadlines.	X		A, I, R
Able to develop positive relationships with staff and students.	X		A, I, R
Able to treat information confidentially.	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation.	X		A, I, R
A good team player.	X		A, I, R
Willing to participate in staff training.	X		A, I, R
Enthusiastic and committed.	X		A, I, R
Professional in your conduct.	X		A, I, R

### Key

A – application form C – original certificates I - interview process R - references