



# 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>			
5 GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level or above		X	A, C
<b>Skills and Experience of:</b>			
Liaising professionally with various stakeholders both internally within an organisation and externally	X		A, I, R
Problem solving and analytical skills	X		A, I, R
Working as part of a team	X		A, I, R
Working in a school or customer service environment	X		A, I, R
Working under pressure	X		A, I, R
Recording information and writing reports with attention to detail	X		A, I, R
Working to tight deadlines	X		A, I, R
Prioritising workload and acting on own initiative to complete tasks	X		A, I, R
Ability to motivate students and provide strategies for overcoming barriers to learning	X		A,I,R
Ability to present to large groups of students and staff	X		A,I,R
<b>Knowledge and understanding of:</b>			
GDPR and data protection	X		A, I, R
The education system and life in a comprehensive school	X		A, I, R
Microsoft Office programmes	X		A, I, R
Safeguarding and child protection	X		A, I, R
Record keeping and filings	X		
<b>Personal Qualities:</b>			
A belief that everyone can benefit from and has entitlement to high quality educational opportunities	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	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

A personal commitment to lifelong learning and continuous professional development.	X		A,I,R
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**Key**

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