

PERSON SPECIFICATION – Marketing Assistant

Ap – Application Form

SP – Selection Process

Ref – Reference

Specification	Essential/Desirable	Method of Assessment
QUALIFICATIONS		
GCSE C grade or higher (or equivalent) in Maths and English and A level equivalent study	E	Ap
Evidence of continuous professional development	E	Ap
Degree in Marketing, Communications, English or Media / equivalent experience	D	Ap
EXPERIENCE		
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues	E	Ap / Sp
Experience of maintaining SIMS to provide key data for SLT/staff	D	Ap / Sp
Experience using Photoshop, In Design	D	Ap / Sp
SKILLS		
Excellent attention to detail	E	Ap/Sp
Excellent communication and interpersonal skills	E	Ap/Sp
Ability to work independently, demonstrating initiative	D	Sp
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required	D	Ap/Sp
Advanced Excel, Word, Publisher and Outlook	E	Sp / Ref
Ability to reconcile priorities, work to tight deadlines and problem solve	E	Sp / Ref
Receptive to new ideas, approaches and challenges	D	Sp / Ref
An ability to communicate effectively with teachers, students, parents and multi agencies	E	Sp / Ref
An ability to work autonomously and as part of a team	E	Sp / Ref
Good organisation, time management, communication and interpersonal skills	E	Sp / Ref
Good research and planning skills	E	Sp / Ref

Knowledge of the main aspects of the organisation of secondary schools	D	Sp / Ref
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	D	Sp / Ref
Knowledge of the rights and responsibilities of parents	D	Sp / Ref
The ability to liaise with and gain the confidence of all school staff	E	Sp / Ref
The ability to work flexibly	E	Sp / Ref
Patience, resilience, tolerance and a genuine understanding of the difficulties that students may encounter with their school and home life	E	Sp / Ref
The ability to find creative and imaginative solutions to problems	E	Sp / Ref
The ability to produce detailed, concise evaluative reports	D	Sp / Ref
SAFEGUARDING		
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	E	Sp
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	E	Sp
Can demonstrate an ability to contribute towards a safe environment	E	Sp

This school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks, qualifications and experience checks and satisfactory references.

We are not looking for the impossible! If you think you have at least some of these desirable attributes, we would very much like to hear from you.