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| **KEY AREAS** | **ESSENTIAL** | **DESIRABLE** |
| **Experience and Knowledge** | * Experience in working in busy office environment, preferably a school environment * A secure knowledge and understanding of the key skills and information required to work effectively in an office environment and how to support others in meeting these standards * Some supervisory or managerial experience. * Knowledge of IT systems, software packages * Experience in managing calendars, diaries and events * Experience in setting and working towards targets and deadlines * Studied to a minimum standard of GCSE or equivalent in Maths & English * Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation to the position. (e.g. GDPR) | * Experience in working in school. * Knowledge and experience of managing a school MIS (SIMs). * Knowledge of educational systems and services |
| **Technical Skills and Attributes** | * Strong IT skills with the ability to learn new systems quickly * A good working knowledge of office management systems such as Microsoft Word/Excel * Strong organisational skills and prioritising. * Strong ability to use initiative with a solution focused approach. * Good communications manner * Confident and able to accept challenge in a professional manner. | * Working knowledge of School systems (SIMS, FFT, ALPS, 4Matrix etc) |
| **Personal Skills and Attributes** | * Excellent communication skills, both verbal and written. * A friendly, flexible, professional and tactful approach, particularly when multi-tasking under pressure. * ‘Customer oriented’ and able to relate well to all adults and children. * Ability to maintain confidentiality. * Able to work in, manage and organise teams, delegating where necessary. * Ability to relate and motivate others and maintain positive, professional relationships * Ability to tackle difficult conversations and any difficulties arising within teams. * Manage priorities and meet deadlines. * Ability to work under pressure, remaining calm. * Ability to work in a noisy and busy environment and maintain efficiency. * Ability to professionally uphold the ethos and aims of the school and reflect this to visitors. | * Ability to set meeting agendas and run admin meetings |
| **Other requirements** | * Ability to demonstrate an understanding of safeguarding responsibilities and have an enhanced DBS disclosure. * Willingness to be flexible with working hours to respond to the needs of the school. * A commitment to attend evening meetings as required by the advisory board approximately once a half-term. * Commitment to equality of opportunity * Willing to complete first aid training * A commitment to further professional training and development. | * First aid training |