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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
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| **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)
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| **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
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| **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
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