

Person Specification

Please address the Person Specification when writing your Personal Statement in support of your application. Applicants that most successfully meet the criteria will be invited for interview.

The successful applicant will be able to demonstrate the following on both their written application and at interview:

- 1) To be well-organised, efficient and able to work to deadlines.
- 2) To have excellent communication skills (both verbal and written).
- 3) An ability to work professionally with a wide range of agencies that have contact with the school.
- 4) An ability to stay calm under pressure.
- 5) An ability to work as part of a team – involving working with the Headteacher, School Business Manager and Part-time Administrator, teaching and support staff, parents and governors.
- 6) An ability to work under own initiative when necessary.
- 7) An ability to be respectful, warm and welcoming to people from different cultural backgrounds.
- 8) An ability to be flexible and adaptable.
- 9) To be able to maintain confidentiality around issues relating to all aspects of school life.
- 10) To be IT literate and ideally have a good working knowledge of Microsoft Office, Integris, ParentMail and Outlook.
- 11) A commitment to own professional development.
- 12) To have an interest in supporting the education and welfare of young children and to uphold the aims and ethos of the school.

Please note that any offer of a post will be subject to:

- Receipt of at least two satisfactory references.
- Receipt of a satisfactory enhanced DBS check.