

Person Specification

		Essential	Desirable
A. Qualifications			
A1	Good literacy skills	✓	
A2	Good educational background	✓	
B. Experience			
B1	Working within a busy office environment	✓	
B2	Working knowledge of the education system		✓
C. Knowledge and understanding			
C1	Excellent ICT skills	✓	
C2	Working knowledge of Microsoft Office applications and google suite	✓	
C3	Working knowledge of data protection/confidentiality issues	✓	
C4	Data analysis and preparing reports		✓
C5	Planning, developing, organising and monitoring admin systems and processes		✓
C6	Ability to problem solve and respond to complex and sensitive enquiries	✓	
C7	Working knowledge of Schools Information Management System (SIMS)		✓
C8	Ability to use webpage software, such as Wordpress and desktop publishing software, including Adobe Suite and Microsoft Publishing. (Training will be available.)		✓
C9	First aid		✓
D. Personal skills and attributes			
D1	Flexible and adaptable, including able to work and be contacted at varying times of the day	✓	
D2	Excellent communication skills and establishing positive relationships	✓	
D3	Reliable and trustworthy	✓	
D4	Remain calm under pressure	✓	
D5	Ability to use own initiative	✓	
D6	Ability to work within a team	✓	
D7	Problem solving skills	✓	
D8	Excellent organisational skills	✓	
D9	As required by The Children's Act, "have a commitment to safeguarding and promoting the welfare of children and young people; motivated to work with children; has the ability to form and maintain appropriate relationships and personal boundaries with children and young people and; has emotional resilience in working with challenging behaviours and attitudes".	✓	
D10	Satisfactory Enhanced Disclosure and Barring Service Check	✓	