CHENEY SCHOOL – PERSON SPECIFICATION

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|  | Essential | Preferred |
| Educational Qualifications | Education to Advanced Level or Equivalent | ICT qualifications  Education to degree level in relevant subject |
| Skills, Knowledge | Understanding of school assessments and qualifications. |  |
| ICT Skills and knowledge | Well developed ICT skills  Experience of learning new systems  Experience of using spreadsheets and word processors to produce reports and manage information  Use of computerised information management system in a large organisation. | Use of computerised management information system (e.g. SIMS or SERCO) in a school setting. |
| Work Experience | Some relevant experience | Experience of working in a school or college  1 or more years relevant experience  Experience of working with young people |
| Personal Qualities | Excellent organisational skills  Good communicator  Confident  Adaptable  Embraces Change  Self reliant  Calm under pressure  Energetic |  |