CHENEY SCHOOL – PERSON SPECIFICATION

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|  | Essential | Preferred |
| Educational Qualifications | Education to Advanced Level or Equivalent | ICT qualificationsEducation to degree level in relevant subject |
| Skills, Knowledge | Understanding of school assessments and qualifications. |  |
| ICT Skills and knowledge | Well developed ICT skillsExperience of learning new systemsExperience of using spreadsheets and word processors to produce reports and manage informationUse 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 college1 or more years relevant experienceExperience of working with young people |
| Personal Qualities | Excellent organisational skillsGood communicatorConfidentAdaptableEmbraces ChangeSelf reliantCalm under pressureEnergetic |  |