



Key Criteria	Essential	Desirable
Qualifications and Training	Good numeracy and literacy. Higher grade pass in GCSE Maths and English or equivalent.	Have undertaken appropriate first aid training.
Competence Summary (knowledge, abilities, skills, experience)	Experience of general clerical/administrative work in a team setting. Able to carry out administrative tasks effectively. Able to relate well to children and adults, being sensitive to their individual needs. Able to communicate effectively, both written and verbally. Able to prioritise own workload and work to competing deadlines. Able to demonstrate initiative and work constructively as part of team. Able to input and/or process data efficiently. Able to deal with everyone in a positive and professional manner, which promotes a positive image in line with our school's vision and ethos. Able to pay close attention to detail to ensure accuracy.	Experience of working within a learning environment. Knowledge of SIMS.
Work related personal requirements	Committed to equality of opportunity. Ability to maintain strict confidentiality of information received and processed as part of the job role.	

Other work requirements	Suitable to work with children. Participate fully in the school Performance Appraisal Process Participate in training and development opportunities to enhance and develop skills as required. Follow the school's ethos.	
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