

### Person Specification

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
<b>Qualifications and Education</b>		
GCSE Maths and English (Grade C or above).	A	
<b>Experience</b>		
Experience of working in an educational environment		A
Have experience of providing administrative support and exemplary customer service to both internal and external customers.	AR	
Experience of handling sensitive and challenging conversations with stakeholders		AR
Experience of prioritising workloads, time management and dealing with conflicting priorities for themselves, and others on occasion.	AR	
<b>Skills and Abilities</b>		
Excellent literacy and communication skills, including written and oral.	AR	
Strong administrative and organisational skills.	A	
Competent user of a range of ICT applications including Microsoft office.	AR	
High level of accuracy in written work and data entry.	R	
Demonstrate a commitment to providing a quality customer service.	AR	
Ability to prioritise one's own work and work to tight deadlines.	R	
The ability to produce clear and concise reports.	R	
Flexible, proactive, positive approach to work.	R	
Ability to follow instructions accurately but also to show initiative and make good judgments when required	R	
Ability to demonstrate a high level of trust and integrity and deal sensitively and appropriately with confidential, personal information.	R	

**Person Specification**

Assessed by application (A) Assessed by the recruitment process (R)

Criteria	Essential	Desirable
Be able to work as an effective member of a team.	R	
Willingness to take part in all relevant training and evidence of recent professional development and its impact.	A	
<b>Knowledge</b>		
Knowledge of child safeguarding procedures		R
Knowledge of schools and education		R
Knowledge of management information systems such as SIMS		R
Knowledge of legislation regarding health and safety, HR and school admissions procedures		AR