

EDUCATION/QUALIFICATIONS	Requirement:	Assessed at:
High standard of general education (GCSE in English & Maths or equivalent)	<b>E</b>	<b>A</b>
An appropriate advanced level qualification (ideally NVQ Level 3) or a willingness to work towards one	<b>D</b>	<b>A</b>
Ability to use Microsoft packages	<b>E</b>	<b>A</b>
First Aid Qualified (or willingness to gain one)	<b>D</b>	<b>A</b>

EXPERIENCE	Requirement:	Assessed at:
Successful leadership experience	<b>E</b>	<b>A</b>
Using a management information system	<b>D</b>	<b>A</b>
Previous secretarial experience	<b>D</b>	<b>A</b>
Working using collaborative partnerships	<b>D</b>	<b>A</b>
Attendance processes	<b>D</b>	<b>A</b>

BEHAVIOURS	Requirement:	Assessed at:
Natural communicator; relationship building skills with a range of stakeholders	<b>E</b>	<b>A S</b>
Good interpersonal skills	<b>E</b>	<b>A S</b>
Proactive and innovative	<b>E</b>	<b>A S</b>

KNOWLEDGE & UNDERSTANDING	Requirement:	Assessed at:
Effective teaching and learning strategies	<b>D</b>	<b>A S</b>
Curriculum design and innovation	<b>E</b>	<b>A</b>
Strategies to improve quality of marking and feedback	<b>E</b>	<b>A</b>

LEADERSHIP & SKILLS	Requirement:	Assessed at:
Ability to plan strategically and effectively	<b>E</b>	<b>A</b>
Ability to delegate	<b>E</b>	<b>A</b>
Excellent ICT skills	<b>E</b>	<b>A</b>
Excellent communication skills, both verbal and written	<b>E</b>	<b>A S</b>

ATTRIBUTES	Requirement:	Assessed at:
Committed to the aims of Wootton Park School	<b>E</b>	<b>A S</b>
Committed to Equality and Diversity	<b>E</b>	<b>S</b>
Committed to own continuing professional development	<b>E</b>	<b>A S</b>
Clear view of what high standards and performance looks like	<b>E</b>	<b>A S</b>
Proactive / strong problem solver with the ability to make things happen	<b>E</b>	<b>A S</b>