



	Essential	Desirable
Qualifications	<ul style="list-style-type: none">A Levels or equivalent	
Training		<ul style="list-style-type: none">SIMS training in a school setting
Skills/Qualities	<ul style="list-style-type: none">Effective communicatorAbility to work well with others (internal and external)Good literacy and numeracy skillsAbility to prioritiseStrong organisational skillsResilience and resourcefulnessAbility to work under pressure and meet deadlinesAbility to recognise and respect confidentialityGood attendance, punctuality and health record	<ul style="list-style-type: none">Any experience of handling budgetsStrong Microsoft Office skills (including Excel)
Equal Opportunities	<ul style="list-style-type: none">Commitment and contribution to School's Equality Policy	