**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Essential | Desirable | Method of Measuring |
| Qualifications: |  |  |  |
| GCSE Maths and English (Grade 4/C or above) or equivalent. | X |  | A, C |
| Educated to A level or above |  | X | A, C |
| Skills and Experience of: |  |  |  |
| Excellent IT skills, especially Excel, Word and Outlook etc. | X |  | A, I |
| Previous experience in a similar role or working in a busy office environment |  | X | A, I |
| Liaising professionally with various stakeholders both internally within an organisation and externally | X |  | A, I, R |
| Problem solving and analytical skills | X |  | A, I, R |
| Working as part of a team | X |  | A, I, R |
| Working in an educational setting |  | X | A, I, R |
| Working under pressure | X |  | A, I, R |
| Recording information and writing reports with attention to detail | X |  | A, I, R |
| Working to tight deadlines | X |  | A, I, R |
| Prioritising workload and acting on own initiative to complete tasks | X |  | A, I, R |
| Knowledge and Understanding of: |  |  |  |
| GDPR and data protection | X |  | A, I, R |
| The education system and life in a comprehensive school |  | X | A, I, R |
| Microsoft Office programmes | X |  | A, I, R |
| Safeguarding and | X |  | A, I, R |
| Personal Qualities: |  |  |  |
| Flexible and adaptable in your approach to the job | X |  | A, I, R |
| Able to work on your own initiative | X |  | A, I, R |
| Able to communicate effectively with all stakeholders | X |  | A, I, R |
| Able to treat information confidentially | X |  | A, I, R |
| Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation | X |  | A, I, R |
| A good team player | X |  | A, I, R |
| Willing to participate in staff training | X |  | A, I, R |
| Enthusiastic and committed | X |  | A, I, R |
| Professional in your conduct | X |  | A, I, R |
| Full clean driving licence | X |  | A,C |
| Vehicle available for work purposes | X |  | A |

**Key**

A – application form C – original certificates I - interview process R - references