**Person Specification**

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| --- | --- | --- | --- |
|   | 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