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| **Requirements**  | **Essential**  | **Desirable**  | **Demonstrated By**  |
| **1. Qualifications & Training**  | * 5 GCSEs at Grade C or above including English and Maths (or equivalent)
 | * Formal ICT Training

  | Application Form/Interview |
| **2. Experience**  | * Experience of working in a busy admin/secretarial position
 | * Experience of working in a school environment
 | Application Form/Interview |
| **3. Skills**  | * ICT literate:

 Word, Outlook, PowerPoint and Excel* Ability to organise and prioritise work, multi-task, meet deadlines and work effectively under pressure
* Ability to relate to all sections of the community, both adults and children
* Ability to work independently
* Awareness of sensitive information and the need for confidentiality.
 | * Good literacy and numeracy skills
* Internet skills
 | Application Form / Task |
| **4. Knowledge**  | * Knowledge of Word, Excel, PowerPoint, Outlook and the internet
 | * Knowledge of school administration systems
* Knowledge and previous use of SIMS
* Knowledge of Safeguarding procedures in schools
 | Application Form/Interview |
| **5.Management**  | * Able to manage own workload
* Ability to prioritise
* Able to plan ahead
 |  | Interview |
| **6. Aptitude and Personal qualities**  | * Reliable
* Friendly and approachable
* Professional Manner
* Helpful
* Able to relate well to staff, students and visitors
* Commitment to the school’s equal opportunity policies
* Awareness of the needs of the school in a multi-cultural environment
 |  | Interview |