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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 |