

Person specification

	Essential	Desirable
Qualifications and training	<p>The successful candidate will:</p> <ul style="list-style-type: none"> • Have English and Maths GCSEs. • Be first aid trained or will commit to undertaking training. 	<ul style="list-style-type: none"> • Safeguarding training. • Data protection training.
Experience	<p>The successful candidate will have experience of:</p> <p>Working as part of a team.</p>	<ul style="list-style-type: none"> • Working within a school environment. • Handling confidential information. • Working in an administration role.
Knowledge and skills Knowledge and skills (continued)	<p>The successful candidate will be able to:</p> <p>Demonstrate excellent verbal and written communication skills.</p> <p>Demonstrate an understanding of their statutory requirements concerning safeguarding, equal opportunities, health and safety and data protection.</p> <p>Prioritise their workload and complete all tasks required of them.</p> <p>Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.</p> <p>Demonstrate an organised and effective approach to handling a demanding workload and the development of their own learning.</p>	<ul style="list-style-type: none"> • Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community. • Use Microsoft Excel effectively and independently.
Personal qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> • High expectations of self and professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • The desire to develop a career in administrative work. <p>The successful candidate will be:</p> <ul style="list-style-type: none"> • Dedicated to their professional development and achieving the desired qualifications. • Able to plan and take control of situations. 	

	<ul style="list-style-type: none">• Capable of handling a demanding workload and successfully prioritising work and learning.• A good team player, with the ability to also work using their initiative.• Able to ask for guidance where needed.	
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