



Person Specification

Knowledge and Experience			
High standard of literacy and numeracy, evidenced by GCSE Maths and English Grade C (4 and above) or equivalent standard demonstrated	E		
Proven knowledge and experience of working in a busy office environment		D	
Experience of providing a high standard of customer service	E		
Willingness to undertake training in relevant policies and procedures	E		
Experience of working within a school environment		D	
A knowledge and commitment to safeguarding and promoting the welfare of children	E		
Experience of working with children		D	
Strong IT skills, including databases	E		
Experience of using SIMS or other school systems		A	
A good understanding of Equal Opportunities in the workplace		D	
Abilities & Aptitudes			
Proven time & priority management skills	E		
Excellent organisational skills	E		
Able to use own initiative and demonstrate a solution focused approach	E		
Excellent communication skills, both written and verbal	E		
Attention to detail	E		
Able to deliver high quality work to agreed timescales	E		
Flexibility to cope with the diverse needs of the post	E		

Essential (E)

Desirable (D)

Advantageous (A)

