

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: **A** = Application Form, **I** = Interview, **R** = Reference.

	Essential	Desirable	Evidence
Qualifications and Professional Development			
GCSE English and Maths (or equivalent)	X		A,R
First aid training (or willingness to complete it)		X	I
Experience			
Carrying out administrative tasks within a school office environment		X	A,I,R
Dealing with face-to-face and telephone interactions	X		A,I
Working with children or young people	X		A,I,R
Working and collaborating within a team	X		A,I,R
Professional Knowledge & Personal Skills			
Good oral and written communications skills	X		A,I,R
Ability to respond quickly and effectively to issues that arise	X		I,R
Ability to use IT packages including word processing, spreadsheets and presentation software	X		A,I

Ability to plan, organise and prioritise to meet deadlines	X		A,I,R
Ability to use own initiative and take action accordingly	X		A,I
Excellent attention to detail	X		I,R
Ability to use relevant office equipment effectively	X		I
Ability to build effective working relationships with colleagues	X		I,R
Ability to deal sensitively with children, parents, carers and visitors.	X		A,I,R
Understanding of data protection and confidentiality		X	A,I,R
Understanding of safeguarding		X	A,I,R
Other			
Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils	X		I
Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school	X		I
Ability to work under pressure and prioritise effectively	X		I,R
Commitment to maintaining confidentiality at all times	X		A,I,R
Commitment to safeguarding and equality	X		A,I