



## Person Specification

Knowledge and Experience evidence of:			
High standard of literacy and numeracy, evidenced by GCSE Maths and English Grade C (4 and above) or equivalent standard demonstrated	<b>E</b>		
NVQ2 or equivalent qualification or experience in relevant discipline		<b>A</b>	
Proven knowledge and experience of working in a busy office environment	<b>E</b>		
Experience of providing a high standard of customer service	<b>E</b>		
Willingness to undertake training in relevant policies and procedures	<b>E</b>		
Experience of working within a school environment		<b>D</b>	
A knowledge and commitment to safeguarding and promoting the welfare of children	<b>E</b>		
Experience of working with children		<b>D</b>	
Strong IT skills, including databases	<b>E</b>		
Experience of using Arbor		<b>A</b>	
A good understanding of Equal Opportunities in the workplace		<b>D</b>	
A thorough awareness of the over-arching legislative framework for the role and organisation		<b>D</b>	
Abilities & Aptitudes evidence of:			
Proven time & priority management skills	<b>E</b>		
Excellent organisational skills	<b>E</b>		
Able to use own initiative and demonstrate a solution focused approach.	<b>E</b>		
Excellent communication skills, both written and verbal	<b>E</b>		
Attention to detail	<b>E</b>		
Able to deliver high quality work to agreed timescales	<b>E</b>		
Flexibility to cope with the diverse needs of the post	<b>E</b>		

**Essential (E), must have**

**Desirable (D), should have**

**Advantageous (A), could have**