

| | Essential Personal Attributes | Stage Identified | Desirable Personal Attributes | Stage Identified |
|----------------------|--|--|---|---|
| Qualifications | <ul style="list-style-type: none"> Administrative/IT National Qualifications Level 4 or equivalent (or working towards) Very good literacy / numeracy skills | Application App./Interview | <ul style="list-style-type: none"> Certificate in Business Management A relevant management or professional qualification ICT Qualifications | Application Application Application |
| Experience | <ul style="list-style-type: none"> Experience of working in an office environment at a senior level Successful team management and leadership Effective management of staff Ability to deliver efficient and effective services | App./Interview App./Interview App./Interview App./Interview | <ul style="list-style-type: none"> Ability to produce management information reports (Arbor or equivalent) | App./Interview |
| Knowledge & Skills | <ul style="list-style-type: none"> Effective use of specialist ICT packages Proven ability to prioritise own and team workloads to meet deadlines Effective decision making skills Ability to work under pressure effectively and productively Effective people management skills Use of specialist IT resources Ability to plan and develop administrative systems Excellent communication skills at all levels | App./Interview App./Interview App./Interview Application App./Interview App./Interview Application App./Interview | <ul style="list-style-type: none"> Ability to provide clear leadership, direction and motivation Ability to relate well to children and adults Work constructively as part of a team, understanding school roles and responsibilities and own position therein Full working knowledge of school-based policies / codes of practice and relative legislation Demonstrate initiative and self management Proven negotiation and influencing skills Ability to set clear objectives and targets | App./Interview App./Interview App./Interview App./Interview Interview Interview Interview |
| Special Requirements | <ul style="list-style-type: none"> Excellent interpersonal skills Ability to support the work of the Senior Leadership Team | App./Interview Interview | <ul style="list-style-type: none"> Good understanding of the technical requirements around the school Census Experience as Clerk to Governors | Interview Interview |