

M23

| Attributes: | Essential: | Desirable | How Identified |
|----------------------|---|--|---|
| Qualifications | <ul style="list-style-type: none"> GCSE Math & English or Equivalent Very good Literacy and Numeracy skills | <ul style="list-style-type: none"> ICT Qualifications | <ul style="list-style-type: none"> Application |
| Experience | <ul style="list-style-type: none"> General Administration/Clerical work/Financial work/IT trouble shooting Proficient with ICT applications including Word, Excel, e-mails, web based software, website and the internet | <ul style="list-style-type: none"> Experience of working in a school office or other busy office environment, working to set deadlines. Experience of working in Customer Service Knowledge of school MIS (Arbor or similar) – student/staff * financial packages Experience of dealing with cash, telephone enquiries, reception duties, filing, photocopying, maintenance of records, IT trouble shooting. | <ul style="list-style-type: none"> Application form Interview |
| Knowledge/skills | <ul style="list-style-type: none"> Excellent communication and organisational skills An approachable, pleasant and helpful telephone/face to face manner Demonstrates attention to detail and accuracy Has a flexible, positive approach to problem solving Commitment to improvement through professional development Ability to work to deadlines Ability to deal sensitively and confidentially with pupils, parents and professionals An up to date knowledge of the safeguarding responsibilities of all adults who work with young children | <ul style="list-style-type: none"> Knowledge of Safeguarding in Education Understanding of Health and Safety and Risk Assessment requirements Knowledge of relevant policies and legislation Competent in IT support | <ul style="list-style-type: none"> Application Form Interview |
| Special requirements | <ul style="list-style-type: none"> Adaptability and ability to use initiative Ability to work as part of a team A good sense of humour Neat and well presented | <ul style="list-style-type: none"> Flexibility of approach, breadth of skills and ability to work flexible hours when required Enthusiasm Complimentary skills to members of the team | <ul style="list-style-type: none"> Application Form Interview |