

Person Specification:

	Essential	Desirable
Qualifications and experience	<p>High level of numeracy, literacy, and IT skills</p> <p>Experience of working within an educational setting preferable</p> <p>Qualified First Aider (training will be given)</p>	<p>E</p> <p>E</p> <p>D</p>
Knowledge and skills	<p>High level of interpersonal and communications skills. An excellent telephone manner is essential as the post requires close liaison with staff, pupils, parents, press and others.</p> <p>Excellent writing skills, with the ability to adapt their style to convey the relevant messages accurately and effectively.</p> <p>A high degree of organisational ability; there is a need to be versatile, to be good at working under pressure, to accurately prioritize tasks, and to be able to cope with competing and changing demands and deadlines.</p> <p>Excellent IT skills, and a willingness and aptitude to develop these, are essential.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Qualities	<p>Accuracy and excellent attention to detail. The desire and ability to take ownership of tasks and see them finished on time and to a high standard.</p> <p>Ability to operate effectively as a member of a team and with minimum supervision. Be self-motivated and proactive.</p> <p>Excellent attendance and timekeeping.</p> <p>An understanding of the nature and scope of equal opportunities.</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p>
Commitment to . . .	<p>An understanding of and empathy with the school's aims and values, together with a commitment to the school community, its purpose and future success.</p>	<p>E</p>

This post is not subject to the Rehabilitation of Offenders Act and an appropriate enhanced DBS check is required.

