

Person Specification

The successful candidate will demonstrate the following:

| Minimum Essential Requirements | Method of Assessment |
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| Skills/Knowledge | (e.g. Interview, Application form, test, assessment, etc) |
| Experience of successfully working with Microsoft Office - in particular Word, Excel, Power point, Publisher | Application, assessment |
| Experience of working with school MIS software is desirable | Application |
| Experience of working within a busy office environment | Application, references |
| Self-motivated, able to work using own initiative and to tight deadlines is essential | Application, references |
| Excellent communication skills – both written and oral | Application, interview |
| Experience of working with confidential material | Application |
| Experience/Qualifications/Training etc. (if any) | |
| Good all round education | Application, interview |
| OCR level 3 or equivalent qualification | Application |
| Willingness to undergo further training | Application, interview |
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| Work Related Circumstances (including Working Conditions) | |
| An understanding and commitment to the promotion of health and safety in the workplace | Application/interview |
| Acres Hill Community School is committed to safeguarding students. Student safety and promoting the welfare of our students is our primary concern. We adopt a holistic culture of care and expect all our staff to share this commitment. We value everyone, care for each other and strive to achieve excellence | |