



PERSON SPECIFICATION

In your supporting statement and application form please demonstrate how you have successfully met the essential criteria **in bold** from this person specification.

Specification	Essential or Desirable	Determined by.
An aptitude for working with figures (Maths GCSE grade A – C or equivalent relevant experience)	E	Application form.
Good communication skills, written and verbal.	E	Application form Reference and interview
Ability to work as part of a team	E	Application and reference
Proven ability to maintain confidentiality at all times.	E	Reference and interview
Ability to work effectively under pressure, maintaining deadlines in a high work volume environment.	E	Reference
Ability to work without direct supervision	E	Application and reference
Previous office-based experience.	E	Application
Confident use of MS office applications, including the internet.	E	Application and interview
Working knowledge of Arbor - schools database MIS package.	D	Application and interview
Flexibility of hours and duties	D	Application and interview



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Mr Ian Thomas – Executive Headteacher

COMPANY REGISTRATION NUMBER 8110847