

<p>Personal attributes required based on Job Description</p> <p><i>Essential requirements are those without which an applicant will not be considered for appointment.</i></p>	<p>Essential (E) Or Desirable (D) Criteria</p>
<p>Qualifications:</p> <ol style="list-style-type: none"> 1. Good academic qualifications relevant to the post including Maths and English GCSE passes at Grade C or above. 2. Current First Aid qualification 	<p>D</p> <p>D</p>
<p>Experience:</p> <ol style="list-style-type: none"> 1. Experience of working in a busy administrative environment or role. 2. Experience of working in a customer facing role and delivering excellent standards of service. 3. Experience of dealing with matters confidentially and sensitively. 4. Experience of working within a role in the Education/Multi Academy Trust sector. 5. Experience of development, management and operation of administrative/financial systems and procedures 6. Experience of dealing with some issues that are more complex, requiring well developed communication skills 	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>
<p>Knowledge:</p> <ol style="list-style-type: none"> 1. Knowledge of best practice administrative procedures and systems. 2. Up to date knowledge of ICT packages 3. Knowledge of Data Protection and Safeguarding Legislation. 	<p>E</p> <p>E</p> <p>E</p>
<p>Skills and Abilities:</p> <ol style="list-style-type: none"> 1. Excellent written and verbal communication and interpersonal skills. 2. Ability to present information to others in a clear and concise way. 3. Ability to work accurately and with attention to detail and be a team member. 4. Ability to organise and prioritise a busy workload 	<p>E</p> <p>E</p> <p>E</p> <p>E</p>

5. The ability to communicate with staff, students and visitors politely and in a professional manner, remaining calm in sensitive or challenging situations.	E
6. Ability to be adaptable when required	E
7. Maintain confidentiality at all times	E
8. Ability to provide general clerical support with accuracy and meet deadlines	E
9. Analytical skills for monitoring and analysis of attendance data or budgets	D