



November 2024

Essential	Desirable
Qualifications <ul style="list-style-type: none"> - GCSE (or equivalent) C or above in Maths and English. - Good Communication skills, both verbal and written 	
Experience <ul style="list-style-type: none"> - Experience of working successfully and co-operating as a member of a team. 	<ul style="list-style-type: none"> - Experience of undertaking a range of administrative tasks - Office experience
Knowledge and understanding <ul style="list-style-type: none"> - Understanding the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety, and Inclusion. - Have confident IT skills including Word, Excel, Publisher, email, and database programs including Teams 	<ul style="list-style-type: none"> - Knowledge of SIMs and Eduspot - Have knowledge of school attendance and working in collaboration with external agencies to support families.
Skills <ul style="list-style-type: none"> - Confidential - Wish to work within a school and be sympathetic to the school's ethos and aims and meet the expectations of the school's governing body. - Establish and maintain good professional relationships with pupils, parents, and colleagues - To be able to deal with regular interruptions - Establish and develop appropriate relationships with parents and governors - Communicate effectively (both verbally and in writing) at all levels e.g. pupils, staff, parents, visitors. - Promote a positive working environment - Be able to work under pressure, - Produce accurate work - Ability to work with minimal supervision and to act on own initiative 	<ul style="list-style-type: none"> - Be able to prioritise workloads - Problem solving
Personal characteristics <ul style="list-style-type: none"> - Punctual - Approachable and friendly - Organised and resourceful - Solution focused - Of smart appearance 	<ul style="list-style-type: none"> - Creative and enthusiastic