

Personal attributes required based on Job Description <i>Essential requirements are those without which an applicant will not be considered for appointment.</i>	Essential (E) Or Desirable (D) Criteria
Qualifications: 1. GCSE / Level 2 qualification or relevant equivalent experience	E
Experience: 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 sector	E E E D
Knowledge: 1. Knowledge of best practice administrative procedures and systems. 2. Knowledge of Data Protection and Safeguarding Legislation.	E D
Skills and Abilities: 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. 4. Ability to take and type comprehensive and accurate notes/minutes. 5. Ability to organise and prioritise a busy workload 6. The ability to work effectively and contribute in a team 7. The ability to demonstrate professional behaviour at all times remaining calm in potentially sensitive or challenging situations. 8. The ability to achieve strong and positive working relationships, to achieve a successful outcome.	E E E D D E E E

Other Attributes

1. Have energy, dynamism and a sense of humour

E

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