



Person Specification

Knowledge and Experience evidence of:			
High standard of literacy and numeracy, evidenced by GCSE Maths and English Grade C (4 and above) or equivalent standard demonstrated	E		
NVQ2 or equivalent qualification or experience in relevant discipline		A	
Proven knowledge and experience of working in a busy office environment	E		
Experience of providing a high standard of customer service	E		
Willingness to undertake training in relevant policies and procedures	E		
Experience of working within a school environment		D	
A knowledge and commitment to safeguarding and promoting the welfare of children	E		
Experience of working with children		D	
Strong IT skills, including databases	E		
Experience of using Arbor		A	
A good understanding of Equal Opportunities in the workplace		D	
A thorough awareness of the over-arching legislative framework for the role and organisation		D	
Abilities & Aptitudes evidence of:			
Proven time & priority management skills	E		
Excellent organisational skills	E		
Able to use own initiative and demonstrate a solution focused approach.	E		
Excellent communication skills, both written and verbal	E		
Attention to detail	E		
Able to deliver high quality work to agreed timescales	E		
Flexibility to cope with the diverse needs of the post	E		

Essential (E), must have

Desirable (D), should have

Advantageous (A), could have