



Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

T: 0161 368 5132 E: admin@alderchs.uk

Headteacher: Mrs M Critchlow BA (Hons) NPQH

Person Specification

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Willingness to undertake a relevant qualifications/ training	X		A, I
Educated to at least A level or Level 3 equivalent.		X	A, C
Skills and Experience:			
Excellent IT skills, especially Microsoft packages.	X		A, I
Using student record systems e.g. SIMS		X	A, I
Ability to work on own initiative	X		A, I
Liaising professionally with various stakeholders both internally within an organisation and externally	X		A, I, R
Problem solving and analytical skills	X		A, I, R
Working as part of a team	X		A, I, R
Working in an educational setting	X		A, I, R
Working under pressure	X		A, I, R
Recording information and writing reports with attention to detail	X		A, I, R
Working to tight deadlines	X		A, I, R
Prioritising workload and acting on own initiative to complete tasks	X		A, I, R
Ability to analyse school attendance data and create reports		X	
Knowledge and Understanding:			
GDPR and data protection	X		A, I, R
The education system and life in a comprehensive school		X	A, I, R
Microsoft Office programmes	X		A, I, R
Safeguarding legislation and guidance	X		A, I, R
Personal Qualities:			
Flexible and adaptable in your approach to the job	X		A, I, R
Able to work on your own initiative	X		A, I, R
Able to communicate effectively with all stakeholders	X		A, I, R
Able to treat information confidentially	X		A, I, R
Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation	X		A, I, R
To work collaboratively as part of a team	X		A, I, R
Willing to participate in staff training	X		A, I, R
Enthusiastic and committed	X		A, I, R
Professional in your conduct	X		A, I, R

Key

A – application form

C – original certificates

I - interview process

R - references