**Skills and Experience Required**

The following requirements will be assessed through either the Application Form (AF), during the Interview (I) or as part of an Assessment (AST).

|  |  |  |
| --- | --- | --- |
|  | Essential | Desirable |
| **Qualifications** | | |
| GCSE or equivalent in English and Maths | AF |  |
| Knowledge of general office procedures and practice | AF/I |  |
| Knowledge of Absence and Attendance protocols and policies |  | AF/I |
| Knowledge of Child Protection and Safeguarding Policies and Procedures | AF/I/AST |  |
| **Experience** | | |
| Communicating and working effectively, confidently and respectfully with senior colleagues whilst maintaining confidentiality | AF/I |  |
| Previous experience of working within a school environment | AF | AF/I |
| Working within a partnership context, including co-ordinating  collaborative activities and plans |  | AF/I |
| **Behaviours** | | |
| Ability to communicate complex information at all levels | AF/I |  |
| Ability to work under own initiative with sound personal, administration and time management skills | AF/I/AST |  |
| Considerable personal enthusiasm, energy, integrity and professionalism | I |  |
| Be flexible and open to change, enjoy working at a fast pace whilst maintaining professionalism and accuracy | AF/I |  |
| Demonstrates resilience | AF/I |  |
| **Skills** | | |
| Excellent verbal communication skills | I |  |
| Excellent written communication skills | AF/AST |  |
| Excellent planning and organisation skills | I/AST |  |
| Ability to prioritise and multitask whilst managing stakeholder  expectations | I |  |
| High degree of attention to detail | AST |  |
| Excellent level of IT skills including Google Drive | AF/I |  |
| Experience of using school IT systems e.g. SIMS |  | AF |
| Creating reports and spreadsheets and analysing data | AST |  |
| **Attributes** | | |
| Demonstrate an understanding of the school’s vision  and values and how they will/do align themselves | I |  |
| Committed to own continuing professional development |  | AF/I |
| Committed to putting children’s education first | I |  |
| A commitment to abide by and promote the school’s equal opportunities, health and safety and child protection policies | AF/I |  |