

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	Good GCSEs/O-levels (Grade A*-C) or equivalent including English and Maths as a minimum	
<b>Knowledge and Skills</b>	Ability to work on own initiative with minimal supervision Ability to work in a fast-paced environment Experience of using IT including Microsoft Office and email Proficient in Microsoft Excel Proven ability to maintain confidentiality in all aspects of work Ability to relate well with staff and outside agencies Organised with excellent attention to detail	Experience of working in the academy or education sector
<b>Personal Qualities</b>	Enthusiasm Experience of working in a team and helping colleagues Good verbal and written communication skills Reliability and Integrity Personal Organisation Able to follow direction and work in collaboration with Line Manager Able to work flexibly to meet deadlines and respond to unplanned situations	