

<p>Personal attributes required based on Job Description</p> <p><i>Essential requirements are those without which an applicant will not be considered for appointment.</i></p>	<p>Essential "E" Or Desirable "D" Criteria</p>
<p>Qualifications:</p> <ol style="list-style-type: none"> GCSE / Level 2 qualification or relevant equivalent experience 	<p>E</p>
<p>Experience:</p> <ol style="list-style-type: none"> Experience of working in a busy administrative environment or role. Experience of working in a customer facing role and delivering excellent standards of service. Experience of dealing with matters confidentially and sensitively. Experience of working within a role in the Education sector Experience of detailed minute taking 	<p>E E E D D</p>
<p>Knowledge:</p> <ol style="list-style-type: none"> Knowledge of best practice administrative procedures and systems. Knowledge of Data Protection and Safeguarding Legislation. 	<p>E D</p>
<p>Skills and Abilities:</p> <ol style="list-style-type: none"> Excellent written and verbal communication and interpersonal skills. Ability to present information to others in a clear and concise way. Ability to work accurately and with attention to detail. Ability to take and type comprehensive and accurate notes/minutes. Ability to organise and prioritise a busy workload The ability to work effectively and contribute in a team The ability to demonstrate professional behaviour at all times remaining calm in potentially sensitive or challenging situations. The ability to achieve strong and positive working relationships, to achieve a successful outcome. 	<p>E E E D D E E E</p>