



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:			
5 GCSE Maths and English (Grade 4/C or above) or equivalent.	X		A, C
Educated to A level or above		X	A, C
Skills and Experience of:			
General Office and Administrative work	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 a school or customer service environment	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
Knowledge and understanding of:			
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 and child protection	X		A, I, R
Record keeping and filings	X		
Curriculum subjects		X	
SEND system available to support pupils		X	
Personal Qualities:			
A belief that everyone can benefit from and has entitlement to high quality educational opportunities	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
A good team player	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

A personal commitment to lifelong learning and continuous professional development.			
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Key

A – application form C – original certificates I - interview process R - references

