

| Qualifications  | Essential | Desirable | ASSESSMENT  |
|---|-----------|-----------|---|
| Educated to A Level standard or equivalent  | Y         |           | <ul style="list-style-type: none"> <li>• Application</li> <li>• Original documents</li> </ul>                   |
| Further or Higher Education   |           | Y         |   |
|   |           |           |   |
| Experience of   | Essential | Desirable |   |
| Administrative experience including the production of high quality letters and documents, electronic diary management, minute taking and spreadsheets | Y         |           | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>                       |
| Confidence in the use of Microsoft Office applications  | Y         |           |   |
| Experience of SIMS information management system  |           | Y         |   |
| Experience of working in a school environment   |           | Y         |   |
| Recent experience in a similar post   |           | Y         |   |
|   |           |           |   |
| Skills and abilities  | Essential | Desirable |   |
| High standards of literacy, both verbal and written   | Y         |           | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> </ul>                       |
| Attention to detail   | Y         |           |   |
| Experience and ability to deal positively with staff, children and parents  | Y         |           |   |
| Excellent time management skills  | Y         |           |   |
| Excellent communication and interpersonal skills  | Y         |           |   |
| Decision making and initiative  | Y         |           |   |
| Ability to carry out directed research for the Headteacher  | Y         |           |   |
| Attributes and Attitudes  | Essential | Desirable |   |
| Alignment to school ethos and values  | Y         |           | <ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• References</li> </ul> |
| Ability to develop positive working relationships throughout the school community   | Y         |           |   |
| Well organised and hard working   | Y         |           |   |
| Calm under pressure   | Y         |           |   |
| Measured yet assertive approach in dealing with a variety of stakeholders   | Y         |           |   |
| Enthusiasm for working with young people  | Y         |           |   |
| Confidentiality and discretion  | Y         |           |   |
| Common sense and sense of proportion  | Y         |           |   |
| Excellent attendance and punctuality  | Y         |           |   |
| Flexibility   | Y         |           |   |
| Energy and enthusiasm   | Y         |           |   |
| A positive attitude towards self-development  | Y         |           |   |
| Enhanced DBS clearance status (can be completed by Thomas Keble prior to start date)  | Y         |           |   |
| A commitment to safeguarding the welfare of children  | Y         |           |   |