

Person Specification

Criteria	E/D	A/I
<u>Qualifications</u>		
Good standard of education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A/I
RSA Typing/Word Processing or equivalent	E	A/I
NVQ Business Admin related qualifications or equivalent	D	A/I
Evidence of continuing professional development	E	A/I
<u>Knowledge and Experience</u>		
Knowledge and IT experience of Microsoft Office systems	E	A/I
Knowledge and experience of IT, including printing, scanning, photocopying and typing	E	A/I
Working in a busy office/educational environment	D	A/I
Knowledge and experience using SIMS.net	E	A/I
Ability to deal with confidential and sensitive information	E	A/I
<u>Skills and Abilities</u>		
Excellent time management and organisational skills	E	A/I
Excellent communication, written and verbal, skills	E	A/I
Excellent admin and organisational skills	E	A/I
Able to prioritise	E	A/I
Can work well as part of a team and on an individual basis	E	A/I
The ability to multi-task in a demanding environment	E	A/I
The ability to problem-solve effectively	E	A/I
Excellent IT skills including knowledge of MS Office	E	A/I
Ability to liaise with students, parents, staff and Governors	E	A/I
Decision making skills	D	A/I
Support school events appropriate to the role	E	I
<u>Commitment to Equal Opportunities</u>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E = Essential requirement of the role

D = Desirable requirement of the role

A = Assessed via the application form

I = Assessed at Interview