**PERSON SPECIFICATION**

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| **JOB TITLE** | **GRADE** | **SCHOOL** | **SERVICE** |
| **Systems Manager and SLT PA** | **Grade 6**  **JE Ref:** | **Woolston Brook** |  |

**NOTE TO APPLICANTS: *Whilst all points on the specification are important, those marked ‘E’ are the key requirements.  You should pay particular attention to these points and provide evidence of meeting them.  Failure to do so may mean that you will not be invited to interview***

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| **CRITERIA** | **NECESSARY REQUIREMENTS** | **Desirable/ Essential** |
| **QUALIFICATIONS / KNOWLEDGE** | * Literacy/numeracy skills equivalent to 3 GCSE’s (inc Maths and English. Level 4 or above) * Knowledge of all MS Office programmes * Knowledge of SIMS / School Pod * Knowledge of working in an educational environment | D  E  E  D |
| **EXPERIENCE** | * Experience in using SIMS / School Pod – updating and recording student details * Experience in using MS Office products (i.e. Office 365, Word, Excel, PowerPoint etc.) * Experience of working within education * Previous administration/receptionist experience | E  E  D  E |
| **SKILLS** | * Ability to work independently demonstrating initiative and as a team member * Office skills – administrative, receptionist, typing skills, note taking * Excellent IT skills: previous experience of using Office, producing a range of documents including reports and chart information * Excellent communication skills, both verbally and written * Excellent telephone manner – polite and friendly * Ability to achieve deadlines and prioritise a busy schedule and workload * Skilled record keeper * Excellent time management and organisational skills * High levels of discretion and confidentiality | E  E  E  E  E  E  E  E  E |
| **OTHER REQUIREMENTS** | * Enhanced DBS Disclosure * A commitment to safeguarding and promoting the welfare of children and young people * Flexibility and commitment * Enthusiasm and drive * Willingness to travel and a full driving licence | E  E  E  E  E |
| **COMMITMENT TO EQUAL OPPORTUNITIES** | * A commitment to ensure that the service area operates in a manner that adheres to the Equal Opportunities Policy | E |
| **COMMITMENT TO SERVICE DELIVERY / CUSTOMER CARE** | * To be totally committed to continually improving the service offered to customers * To be totally committed to deliver exceptionally high standards of customer care * Commitment to the school ethos, aims and its whole community * Flexible and reliable | E  E  E  E |