



**LEADING THE WAY**  
FOR GENERATIONS



## Person Specification

	Essential	Desirable	Method of Assessment
Application Qualifications	<ul style="list-style-type: none"> <li>Well-structured application.</li> </ul>		<ul style="list-style-type: none"> <li>Application</li> </ul>
	<ul style="list-style-type: none"> <li>Minimum of 4 GCSE Grades, C or above in English and Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further study (this could be ongoing) and/or Further Professional Qualifications;</li> <li>NVQ Level 3 Administration</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
Experience	<ul style="list-style-type: none"> <li>Successful experience of working in a school setting;</li> <li>Successful experience of working as a member of a team;</li> <li>Working effectively with internal and external partners.</li> </ul>	<ul style="list-style-type: none"> <li>Managing budgets, financial reporting, procurement and fixed assets;</li> <li>Knowledge of Health and Safety protocols and procedures.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection Process</li> <li>References</li> </ul>
Skills/knowledge	<ul style="list-style-type: none"> <li>Ability to communicate effectively in a variety of situations;</li> <li>Ability to maintain absolute confidentiality;</li> <li>Excellent ICT skills;</li> <li>Experience, knowledge and understanding of a variety of IT Packages;</li> <li>Excellent organisational and time management skills with an ability to prioritise and to work to deadlines;</li> <li>An ability to manage the computerised pupil admission and transfer system.</li> </ul>	<ul style="list-style-type: none"> <li>Has undertaken recent First Aid Training;</li> <li>Ability to maintain the Single Central Register, to process staff contracts and to complete monthly staff absence returns.</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Selection Process</li> <li>Work related testing</li> <li>References</li> </ul>



Personal Qualities

<ul style="list-style-type: none"><li>• Energetic, enthusiastic and resilient;</li><li>• Flexibility and adaptability in order to be able to mix with a wide range of people;</li><li>• A highly positive and resilient approach to work;</li><li>• Positive, caring attitude, sensitive to the needs of the many members of the school community;</li><li>• Commitment to personal and professional development;</li><li>• Commitment to equal opportunities.</li></ul>		<ul style="list-style-type: none"><li>• Application form</li><li>• Selection Process</li><li>• Work related testing</li><li>• References</li></ul>
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Any relevant issues arising from references will be taken up at interview.

This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment.