|  |  |  |
| --- | --- | --- |
| **SKILLS, KNOWLEDGE AND APTITUDES** | **ESSENTIAL** | **DESIRABLE** |
| Excellent interpersonal and communication skills | ✓ |  |
| Excellent ICT and keyboard skills including the use of Microsoft applications (specifically Word and Excel) | ✓ |  |
| Ability to work to deadlines, prioritize and deal with the varying workload | ✓ |  |
| Discrete with the ability to maintain confidentiality | ✓ |  |
| Ability to meet challenges through the use of personal initiative and determination | √ |  |
| Able to work on own initiative and as part of a team | √ |  |
| Working knowledge of relevant policies and awareness of relevant legislation including those relating to safeguarding | √ |  |
|  |  |  |
| **QUALIFICATIONS AND TRAINING**  | **ESSENTIAL** | **DESIRABLE** |
| Good general education – GCSE English & Math’s at Grade 4 | ✓ |  |
| Excellent telephone manner | ✓ |  |
| First class customer care skills | ✓ |  |
|  |  |  |
| **EXPERIENCE** | **ESSENTIAL** | **DESIRABLE** |
| Experience of using a computer information management system | ✓ |  |
| Experience of carrying out a professional administration service | ✓ |  |
| Ability to prioritize workload | ✓ |  |
| Highly developed interpersonal skills | ✓ |  |
| Experience of Supervising staff |  | ✓ |
| Experience of using SIMS |  | ✓ |
| Experience of working in a school or educational environment |  | ✓ |
|  |  |  |
| **PERSONAL QUALITIES** | **ESSENTIAL** | **DESIRABLE** |
| No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post. | ✓ |  |
| Ability to deal confidently with a wide range of people to get the best out of them. | ✓ |  |
| Ability to relate well to colleagues, staff and students | ✓ |  |
| Team player with initiative and flexibility | ✓ |  |
| Ability to form and maintain appropriate relationships and personal boundaries with students | √ |  |
| Ability to demonstrate a conscientious and flexible approach |  | √ |
| Interest in, and commitment to the whole school as a community |  | √ |
| Commitment to support Oxclose Community Academy agenda for safeguarding and equality and diversity | ✓ |  |
| Sympathetic to and supportive of the ethos of Oxclose Community Academy | ✓ |  |
| A commitment to child protection and safeguarding. | ✓ |  |
| **SPECIAL REQUIREMENTS** | **ESSENTIAL** | **DESIRABLE** |
| Willingness to undertake further training (if necessary) | ✓ |  |
| Satisfactory Enhanced DBS clearance with a Children’s Barred List check. | ✓ |  |
| Medical clearance. | ✓ |  |
| Minimum of 2 references which are satisfactory to the Trust. | ✓ |  |
| Evidence of qualification certificates. | ✓ |  |
| Evidence of Right to work in the UK. | ✓ |  |