

|  | **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications** | * 4 GCSE passes A\*-C or equivalent including Maths and English.
* Basic ICT Skills
 | * First Aid qualification.
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| **Communication** | * Good written and oral communication skills.
* Fully supported by 2 referees.
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| **Organisation** | * Excellent time management and effective organisational skills.
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| **Experience** | * Evidence of responding quickly to stakeholder needs and resolving concerns
* Proven ability to work to deadlines
* Use of IT systems to compile reports and analyse data
 | * Experience of working in a school or with young people.
* Experience of working in an administration role.
* Excellent IT skills
* Experience of working with external agencies
* Working with management information systems
* Experience of working in a school or other educational institute an advantage
* SIMS experience
* Awareness of Safeguarding and Child Protection issues
* Knowledge of Admissions and Attendance regulations
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| **Personal Qualities** | * Loyal.
* Resilient.
* Flexible, reliable, ability to act on own initiative.
* Enthusiastic and highly motivated.
* Good ambassador for the school.
* Thorough, rigorous.
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