

|  | **ESSENTIAL** | **DESIRABLE** |
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| **Qualifications** | * 4 GCSE passes A\*-C or equivalent including Maths and English. * Basic ICT Skills | * First Aid qualification. |
| **Communication** | * Good written and oral communication skills. * Fully supported by 2 referees. |  |
| **Organisation** | * Excellent time management and effective organisational skills. |  |
| **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 |
| **Personal Qualities** | * Loyal. * Resilient. * Flexible, reliable, ability to act on own initiative. * Enthusiastic and highly motivated. * Good ambassador for the school. * Thorough, rigorous. |  |