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# Person specification

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| criteria | qualities |
| **Qualifications and training** | * First aid training (or willingness to complete it)
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| **Experience** | * Carrying out administrative tasks
* Dealing with face-to-face and telephone interactions
* Working and collaborating within a team
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| **Skills and knowledge** | * Ability to plan, organise and prioritise to meet deadlines
* Good oral and written communications skills
* Ability to respond quickly and effectively to issues that arise
* Ability to use own initiative and take action accordingly
* Excellent attention to detail
* Ability to use IT packages including word processing, spreadsheets and presentation software
* Ability to use relevant office equipment effectively
* Ability to build effective working relationships with colleagues
* Understanding of data protection and confidentiality
* Understanding of safeguarding
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| **Personal qualities** | * Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Commitment to safeguarding and equality
* Embraces change well
* Deals with difficult situations effectively
* Good sense of humour and ability to work well with others in the team and be a team player
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