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# Person specification

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| criteria | qualities |
| **Qualifications  and training** | * First aid training (or willingness to complete it) |
| **Experience** | * Carrying out administrative tasks * Dealing with face-to-face and telephone interactions * Working and collaborating within a team |
| **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 |
| **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 |