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| Person Specification | **Essential** | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Knowledge/Qualifications and experience** | | |
| GCSE Maths and English or equivalent | \* |  |
| NVQ Level 4 in a relevant area or equivalent or experience in a relevant discipline |  | \* |
| Experience of working in a busy office environment | \* |  |
| Experience of working in a school office environment |  | \* |
| Experience of school administration policies and procedures |  | \* |
| Knowledge of relevant education policies, procedures, codes of practice etc |  | \* |
| Knowledge of school IT systems and databases e.g. Arbor, Civica etc. or willingness to learn |  | \* |
| **Skills , abilities and personal attributes** | | |
| Evidence of a commitment to safeguarding and promoting the welfare of children and young people | \* |  |
| Excellent written and numeracy skills | \* |  |
| Excellent communication and interpersonal skills | \* |  |
| Experience of using the Microsoft range of IT products | \* |  |
| Experience of using school IT systems e.g. Arbor, Civica etc. |  | \* |
| Use of specialist equipment or resources e.g. photocopiers, telephone systems | \* |  |
| Ability to organise and prioritise own workload effectively | \* |  |
| Ability to use own initiative, solve problems and work effectively with minimal supervision | \* |  |
| Ability to relate well to parents, pupils, staff & other outside agencies | \* |  |
| Work well as part of a team and contribute to the school’s development | \* |  |
| Commitment to promote and support the aims of REAch2 | \* |  |