



September 2021

CRITERIA	NECESSARY REQUIREMENTS	ESSENTIAL	DESIREABLE
EDUCATION AND QUALIFICATIONS	1. Literacy and numeracy qualifications 2. IT literacy 3. First Aid qualification 4. Enhanced DBS Clearance	✓ ✓ ✓	✓
KNOWLEDGE AND EXPERIENCE	1. Knowledge of administration and office systems 2. Administrative experience 3. Problem solving skills 4. Experience of working with Microsoft Office 5. Experience of working in a school setting 6. Experience of using school management information systems	✓ ✓ ✓ ✓	✓ ✓
SKILLS AND ABILITIES: Communication Skills	1. Ability to work successfully as a team 2. Ability to listen and respond to the views of others 3. Communicate effectively to students and staff 4. Consult and negotiate to achieve agreed/shared objectives 5. Demonstrate commitment to a clear strategic vision for the school 6. Maintain confidentiality	✓ ✓ ✓ ✓ ✓ ✓	
SKILLS AND ABILITIES: Self Management	1. Attention to detail and accuracy 2. Excellent organisational skills 3. Self-motivate and use initiative to complete required duties 4. Ability to work with minimum supervision 5. Ability to work to deadlines and prioritise own workload 6. Flexibility 7. Ability to form and maintain appropriate relationships and personal boundaries with children and young people 8. Be committed to continual professional development 9. Motivation to work with children and young people 10. Be committed to the school's policy and ethos	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	