

### **Qualifications & Training**

- English and Maths GCSEs at grades 9 to 4 (A\* to C) (or equivalent)
- Working in a school environment

### **Experience and Skills**

- General administration experience
- High level of accuracy and attention to detail
- Proficiency in standard IT applications, particularly word processing and spreadsheets
- Ability to communicate effectively, including through email
- Ability to prioritise and manage time effectively
- Able to relate well with students
- Understanding of safeguarding, health and safety, and other training to be undertaken
- Experience of setting up new systems to work more effectively

### **Personal Attributes**

- Ability to work effectively and independently without supervision
- Ability to work as part of a team
- Flexibility to manage a varied workload with competing priorities
- Well-developed interpersonal skills enabling effective relationships with a variety of different people
- Ability to remain calm under pressure and have a sense of humour
- Ability to maintain strict confidentiality
- Well organised
- Ability to understand personal boundaries with children and young people
- Willingness to undertake relevant and appropriate training for this post

### **Other**

- Excellent punctuality and attendance
- A commitment to safeguarding and promoting the welfare of children and young people
- Successful completion of DBS and other pre-employment checks