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|  | Essential | Desirable |
| Experience and Knowledge  | * Previous experience in a fast-paced administration role
* To have a good working knowledge of Microsoft Office software in particular Outlook, Word, Excel, OneDrive and Teams
* Excellent telephone manner and professional image for dealing with visitors to school
* ICT skills to produce correspondence and reports as required
 | * Experience of using a School MIS system
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| Qualifications and Training | * Level 2 qualifications (5 GCE/GCSE Grade A\*-C or equivalent including English and Mathematics) or evidence of good literacy and numeracy skills
* Commitment to continuing professional development
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| Skills and Abilities | * Resilient, with the ability to work calmly under pressure and to deadlines
* Ability to organise own workload and work on own initiative
* To work in an accurate and conscientious manner at all times
* Excellent interpersonal skills and communication skills (both orally and in writing)
* Warm and welcoming demeanour both in person and on the phone
* A can-do attitude
* Willingness to adapt to changing circumstances and new ideas
* A solution-focused mindset
* To communicate with students in a calm but firm manner, supporting students to achieve their best
* Ability to work constructively as part of a team, understanding school roles and responsibilities and own position within these.
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| Other Factors | * A commitment to equal opportunities and safeguarding
* To respect confidentiality at all levels
* Willingness to attend key events out-of-hours as directed by SLT
 | * To have a good understanding of the education system, SEN and safeguarding policy and practice
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