

Criteria	Qualities	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> • First aid training (or willingness to complete it) 		✓
Experience	<ul style="list-style-type: none"> • Carrying out administrative tasks • Dealing with face-to-face and telephone interactions • Working with children or young people • Working and collaborating within a team • SIMS software experience • Parent communication software 	✓ ✓ ✓ ✓	✓ ✓ ✓
Skills and knowledge	<ul style="list-style-type: none"> • Good oral and written communications skills • Ability to respond quickly and effectively to issues that arise • Ability to plan, organise and prioritise to meet deadlines • Ability to use own initiative and take action accordingly • Excellent attention to detail • Ability to use IT packages including word processing, excel spreadsheets. • Ability to use relevant office equipment effectively • Ability to build effective working relationships with colleagues • Basic understanding of data protection and confidentiality • Basic understanding of safeguarding 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	
Personal qualities	<ul style="list-style-type: none"> • 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 	✓ ✓ ✓ ✓ ✓ ✓	