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| **Category** | **Essential** | **Desirable** | **How evidenced** |
| **Qualifications** | * NVQ Level 3 in Business Administration (or equivalent) | * Current First Aid Certificate | * Application form and production of certificates |
| **Experience** | * Working in a busy office environment * Working with the full range of Microsoft Office applications * Working as part of a team | * Taking minutes in meetings * Use of ParentMail and ParentPay systems * Working in a front of house role * Working in a school | * Application form and references |
| **Knowledge and Understanding** | * Clear understanding of banking systems and accounting principles * Understanding of the need to follow procedures accurately * Knowledge of safeguarding issues in schools * Knowledge of Health and Safety requirements in schools | * SIMS and FMS systems * Local Authority systems, for example Extranet, EVOLVE etc * Schools Workforce Census and School Census | * Interview, in tray exercise and references |
| **Skills and abilities** | * Able to manage a busy office environment, focusing on organisation, prioritising and dealing with multiple tasks whilst meeting required deadlines * Able to work flexibly and respond to change * Well-developed communication skills, both verbal and written * Excellent ICT skills including Microsoft Office * Able to build and maintain good working relationships with a wide variety of people involved with the school * Excellent literacy and numeracy skills * Know when to deal with issues, and when to refer to colleagues * Be open and transparent in relation to own working practices * Able to use own initiative | * Microsoft Excel skills to produce spreadsheets and reports | * Interview, in tray exercise and references |
| **Personal Attributes** | * Innovative * Reliable * Demonstrate a caring attitude to children, parents and colleagues * Present a positive ‘can do’ approach * Confidence in own ability to carry out duties effectively * Willingness to fully support the Christian Ethos of the school |  | * Interview, in tray exercise and references |