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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
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| **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
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| **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
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| **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
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| **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
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