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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **WHERE IDENTIFIED** |
| APPLICATION | * Fully completed Application Form * Fully supported references | * Letter of application | * Application form * References |
| QUALIFICATIONS | * Minimum of 4 GCSE’s grades A-C or equivalent including Maths and English * Administrative qualification | * Higher level Word Processing and/or typing | * Application form * References |
| EXPERIENCE | Experience of:   * Working successfully and cooperatively as part of a team. * Office, reception and telephone duties * Able to use Excel and Word * Knowledge of SIMS. Net and FMS | * Working in a school * Appropriate training in the use of ICT packages including Microsoft office and knowledge and use of basic technology – telephone system, computer, fax machine, franking machine & photocopier. | * Application form * Interview |
| PROFESSIONAL DEVELOPMENT | * Willingness to undertake professional development in school secretarial, clerical, administrative and financial work | * Willingness to undertake some of the general training in school which is open to all staff | * Application form * Interview |
| SKILLS | Ability to:   * Communicate effectively in a variety of situations; * Remain calm under pressure and de-escalate angry or difficult situations; * Use initiative, consult, listen, make decisions and accept responsibility; * Work logically and methodically to set deadlines; * Remain discrete and maintain confidentiality. * Maintain accurate manual and electronic records relating to all work carried out and produce relevant documentation where appropriate. | Knowledge and understanding of the:   * Systems and procedures used in schools in respect of statistical returns, finance and administration * ICT systems used in school administration, including SIMS and FMS |  |
| SPECIAL KNOWLEDGE |  | * Knowledge and understanding of security and health and safety issues and their practical application |  |
| PERSONAL ATTRIBUTES | Ability to :   * Demonstrate enthusiasm and sensitivity whilst working with others; * Manage change; * Work with parents as partners; * A good health and attendance record * Flexibility and adaptability in order to build and sustain effective relationships with a wide range of people in school and the wider community |  |  |