

PERSON SPECIFICATION

(essential unless noted as desirable)

CRITERIA	QUALITIES
Qualifications	• A good standard of general education, including GCSE English and Maths • Relevant administrative qualifications (desirable)
Experience	• Working in an office environment • Operating clerical/administrative and organisational systems • Experience working in a school (desirable) • Experience with EHCP and Annual Review paperwork and process (desirable)
Skills and knowledge	• Excellent attention to detail • Excellent literacy/numeracy skills • Competent use of IT packages including word processing, spreadsheets and school MIS systems (desirable) • Ability to use relevant office equipment effectively • Ability to plan, organise and prioritise
Personal qualities	• 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