

Specification	Essential	Desirable
Qualification and Training	Educated to O'Level/GCSE level in Mathematics and English Grade A-C Willing to undertake necessary training when required Evidence of recent and relevant training including safeguarding	Evidence of accredited learning at NVQ4 or equivalent relevant to the post
Experience	Strong written English skills Excellent verbal communication skills Office experience Experience of: <ul style="list-style-type: none"> ○ working successfully as part of a team ○ line management/appraisal ○ analysing and evaluating data ○ using IT including Word, Excel, and email programs ○ financial management ○ managing administration related to HR 	Experience as an office manager Level 1 Safeguarding Experience of: <ul style="list-style-type: none"> ○ coaching and mentoring ○ MIS systems e.g. Arbor/ CPOMs ○ Microsoft Publisher/Canva ○ managing school single central record ○ supporting an organisation working with children including those with complex needs
Professional Values	Committed to the school's ethos and values Committed to upholding the Seven Principles of Public Life (Nolan Principles) Establish and maintain good professional relationships Believe that all children have the entitlement to the best education and work hard to achieve this alongside the team Promote a positive working environment	Share best practice across schools and work with colleagues across settings
Knowledge and Understanding	Understanding of the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion GDPR/Data Protection awareness Knowledge of school admissions Awareness of school budgets and impacts	
Skills	Ability to deal with regular interruptions Develop positive and appropriate relationships with parents and governors Ability to prioritise work according to deadlines with minimal supervision Ability to support team and hold members to account	
Personal Characteristics	Understand the importance of confidentiality and data protection Enthusiastic and kind Punctual/Reliable Approachable and empathetic Organised and resourceful Adaptable/Flexible Ability to organise, lead and motivate staff Ability to work on own initiative and as part of a team	

