

Person Specification

	Essential	Desirable
Qualifications/Experience	<ul style="list-style-type: none"> • Good standard of education – including GCSEs in English and Maths • Excellent communication skills both written and verbal • Ability to use a range of ICT packages 	<ul style="list-style-type: none"> • Good general education with GCSE passes in Maths and English • No specific qualification required but experience in word processing and of effective team working is required • Experience working in a general office as part of a team • Routine management of wide range of information held on academy's databases • First Aid certificate
Professional Qualities	<ul style="list-style-type: none"> • Ability to manage competing priorities and meet deadlines in a calm and efficient manner • Ability to formulate ideas and solutions • Demonstrate effective verbal and written communication skills • Committed to safeguarding and promoting the welfare of children and young people 	
Personal Qualities	<ul style="list-style-type: none"> • Dedication and commitment to the role and the Academy • Attention to detail and accuracy • Ability to work well under pressure • Ability to organise workload effectively and set own priorities • Ability to respond flexibly and adapt to changing and challenging circumstances • Ability to relate well with children and adults • Able to express oneself clearly orally or in writing 	<ul style="list-style-type: none"> • Able to evaluate own developmental needs and seek learning opportunities to address them