

Person Specification

Method of Assessment (MOA)

AF Application Form	C Certificate	I Interview	T Test or Exercise	P Presentation
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Criteria	Essential	MOA
Education/Qualifications NB: Full regard must be paid to overseas qualifications.	GCSE's in English and Mathematics at grade A*-C or equivalent	AF
	Experience of working in a school office	AF/I
Experience Relevant work and other experience	Substantial experience of working in an office environment	AF/I
	Experience of a wide range of administrative functions	AF/I
Skills & Ability e.g. written communication skills, dealing with the public etc.	*An ability to fulfil all spoken aspects of the role with confidence using the English Language as required by Part 7 of the Immigration Act 2016	AF/I
	Good working knowledge of Microsoft office (Word and Excel)	AF/I/T
	Good working knowledge and experience of school MIS i.e. SIMS/ARBOR	AF/I
	Excellent interpersonal skills	AF/I
	Good organisational skills	AF/I/T
	Ability to work collaboratively and lead a team	AF/I
	Ability to interpret varying situations and solve problems on a day to day basis.	AF/I
	Ability to work with autonomy within set boundaries	AF/I
Ability to cope with conflicting demands, deadlines and interruptions	AF/I	

	Ability to meet the physical demands of the post	AF/I
Training	Interest in own personal development and willingness to undertake further training	AF/I
Other		

All staff are expected to understand and be committed to Equal Opportunities in employment and service delivery.

Reviewed by:

Date:
