

JOB REQUIREMENT		Essential	Preferred	* How assessed
Qualifications, knowledge and experience	Good standard of education including literacy and numeracy (Level 2 or equivalent standard)	✓		A & C
	Experience of working in an administrative role	✓		A & I
	Excellent ICT skills including a good working knowledge of Microsoft 365 Applications i.e. Word, Excell, Outlook, Teams etc	✓		A & I
	Demonstrable experience of completing a wide range of administrative tasks with accuracy and speed, including: <ul style="list-style-type: none"> - Word and data processing, - Collation of information and production of reports - Managing spreadsheets - Prioritisation of workload - Filing 	✓ ✓ ✓ ✓	✓	A, I & T
	Knowledge of School Management Information Software i.e. Arbor		✓	A & I
	Experience of supervising students		✓	A & I
Personal and interpersonal	Interacting and Presenting - Presenting and Communicating Information Excellent communicator to effectively respond to a range of careers queries/enquiries. Able to project a respectable and professional image at all times. Helpful and positive attitude in a busy environment	✓		A & I
	Organising and Executing - Planning and Organising Able to work to deadlines and a willingness to respond positively to all aspects of work. Able to be an effective timekeeper and able to manage and organise own time. Demonstrable attention to detail Able to use initiative and seek appropriate solutions to problems	✓		A & I
	Creating and Conceptualising - Learning and Researching Rapidly learns new tasks and quickly commits information to memory; Gathers comprehensive information to support decision making; Demonstrates a rapid understanding of newly presented information; Encourages an organisational learning approach (i.e. learns from successes and failures and seeks staff and customer feedback); Manages knowledge (collects, catalogues, and disseminates knowledge of use to the organisation)	✓		I
	Supporting and Co-operating - Working with People Demonstrates an interest in and understanding of others; Adapts to the team and builds team spirit; Recognises and rewards the contribution of others; Listens, consults others and communicates proactively; Supports and cares for others; Develops and openly communicates self-insight	✓		I
	Adapting and Coping - Coping with Pressures and Setbacks Works productively in a pressurised environment; Keeps emotions under control during difficult situations; Balances the demands of a work life and a personal life; Maintains a positive outlook at work; Handles criticism well and learns from it	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		A & I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>).	✓		C
	Willingness to undertake safeguarding training when required.	✓		I