

CRITERIA	CATEGORY	METHOD OF ASSESSMENT
<b>1. Educational Standard/Qualifications</b>		
• Grade C or above in GCSE English and mathematics	Essential	Application form / Interview
• NVQ Level 2 or equivalent	Desirable	Application form / Interview
• Relevant further or higher education / training	Desirable	Application form / Interview
<b>2. Experience</b>		
• Experience of working in a similar role or in an administrative / office-based role/ child centred environment/ family orientated	Essential	Application form / Interview
• Experienced in the use of IT	Essential	Application form / Interview
• Use of data management system/s e.g. Bromcom	Essential	Application form /Interview
• Providing administrative support to senior managers	Essential	Application form /Interview
<b>3. Personal Qualities / Skills</b>		
• A polite and friendly manner with a good telephone voice	Essential	Application form/Interview
• Ability to communicate effectively at all levels	Essential	Application form /Interview
• Excellent customer service skills	Essential	Application form /Interview
• Ability to work accurately and pay attention to detail	Essential	Application form /Interview
• Well organised and able to prioritise a busy workload	Essential	Application form/Interview
• Ability to remain calm under pressure and deal with several situations at once	Essential	Application form/Interview
• An ability to maintain all necessary confidentiality	Essential	Application form/Interview
• To be able to work as part of a team	Essential	Application form/Interview
• Work with different agencies to improve student attendance	Essential	Application form/Interview
• Commitment to safeguarding	Essential	Application form/Interview
• Motivated, enthusiastic and flexible	Essential	Application form/Interview
• Desire to develop yourself	Essential	Application form/Interview
• Ability to give, receive and act on feedback	Essential	Application form/Interview
• Commitment to the full life of the Academy	Essential	Application form/Interview
<b>4. Knowledge</b>		
• Computer literate and firm understanding of Microsoft Systems, Word, Excel, Powerpoint	Essential	Application form /Interview
• Knowledge of school data systems e.g. Bromcom, My Child at School	Desirable	Application form /Interview
• Knowledge of current school attendance legislation and guidance	Desirable	Application form /Interview
• Knowledge of safeguarding	Desirable	Application form /Interview
<b>5. Commitment and Behaviours</b>		
• Commitment to the Academy ethos	Essential	Interview
• Commitment to equal opportunities, inclusion & Health & Safety policies	Essential	Interview
• Commitment to fully understand and implement all of the roles and responsibilities in relation to Safeguarding Children and Young People	Essential	Interview