



Walbottle Campus

Person specification

Category	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Educated to GCSE level or equivalent in English and Maths• Ability to use spreadsheets and databases	<ul style="list-style-type: none">• A qualification in a physics/electronics/SIMS trained• Evidence of recent relevant training• Educated to Level 3 in a relevant subject• Recognised IT qualification
Experience	<ul style="list-style-type: none">• Work within an office environment	<ul style="list-style-type: none">• Work in schools or LEA administration• Work within personnel/HR
Skills, Knowledge and Competence	<ul style="list-style-type: none">• Good organisational skills• Effective communicator• Good time management• Excellent IT skills• Attention to detail• Ability to work as part of a team• Ability to manage varied workload within specific timescales• Good attendance record• Able to communicate effectively with other staff, parents and visitors to the school• Willingness to work flexible hours to meet the seasonal demands of the post	<ul style="list-style-type: none">• Evidence of outside interests• Willingness to work overtime as needs require it

Prepared by:

Name:	Tracey Gray	Date:	September 2019
Title and/or department:	Director of Support		

Note: This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.