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|  **CATEGORY** | **ESSENTIAL Criteria** | **DESIRABLE Criteria** | ***How the criteria will be assessed*** |
| ***QUALIFICATIONS***  | * 4 GCSEs (A-C) including Maths and English or equivalent.
* NVQ Level 3 in Business Administration or relevant equivalent qualification such as CSBM.

Evidence of continuing professional development in some or all of the following:* + School administration
* Use of ICT
 | Evidence of continuing professional development in some or all of the following:* + Health and Safety
	+ First Aid
 | Application form |
| ***EXPERIENCE and KNOWLEDGE*** | Relevant experience and knowledge of:* Current issues in education
* Working in an education environment, dealing with staff, pupils, parents and other stakeholders
* School attendance procedures
* Collating and presenting data and information
* Using word processing and other Office programmes, and a range of IT systems
* Using school information management systems (SIMs and FMS) and Juniper
* A range of activities such as finance (SFVS, private funds, petty cash), ordering and procurement, administration, banking
* Obtaining, managing and selecting quotes
* HR procedures
* Knowledge of safeguarding; management of SCR and DBS checks
* Management of accident records
* Management of resources and stock
* Contribution to development of strategic policies and initiatives
 | Experience of:* Experience in a primary setting
* Management of health and safety procedures
* Developing risk assessments
* Using EVOLVE
* Developing and managing school websites
* Line management of support staff
* Premises management
* First aid
 | Application formReferences Interview |
| ***SKILLS*** ***and******PERSONAL ATTRIBUTES*** | * Commitment to and enthusiasm for the role
* Willingness to support the ethos of the school
* Ability to communicate effectively both verbally and in writing;
* Highly developed interpersonal skills; able to relate well to children and adults, and deal professionally and sensitively with others
* Commitment to working as part of a team
* Able to build and sustain effective working relationships with pupils, colleagues, families, Governors and the wider community
* Excellent organisational and time management skills; able to meet deadlines and prioritise workload
* Ability to adapt and respond to change
* Flexibility and adaptability, managing conflicting demands and a busy schedule
 | * Willingness to undertake further professional development
* Willingness to contribute to the wider life of the school
 | Application formReferencesInterview  |