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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 form  References  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 form  References  Interview |