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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **WHERE IDENTIFIED** |
| APPLICATION | * Fully completed Application Form
* Fully supported references
 | * Letter of application
 | * Application form
* References
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| QUALIFICATIONS | * Minimum of 4 GCSE’s grades A-C or equivalent including Maths and English
* Administrative qualification
 | * Higher level Word Processing and/or typing
 | * Application form
* References
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| EXPERIENCE | Experience of: * Working successfully and cooperatively as part of a team.
* Office, reception and telephone duties
* Able to use Excel and Word
* Knowledge of SIMS. Net and FMS
 | * Working in a school
* Appropriate training in the use of ICT packages including Microsoft office and knowledge and use of basic technology – telephone system, computer, fax machine, franking machine & photocopier.
 | * Application form
* Interview
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| PROFESSIONAL DEVELOPMENT | * Willingness to undertake professional development in school secretarial, clerical, administrative and financial work
 | * Willingness to undertake some of the general training in school which is open to all staff
 | * Application form
* Interview
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| SKILLS | Ability to:* Communicate effectively in a variety of situations;
* Remain calm under pressure and de-escalate angry or difficult situations;
* Use initiative, consult, listen, make decisions and accept responsibility;
* Work logically and methodically to set deadlines;
* Remain discrete and maintain confidentiality.
* Maintain accurate manual and electronic records relating to all work carried out and produce relevant documentation where appropriate.
 | Knowledge and understanding of the:* Systems and procedures used in schools in respect of statistical returns, finance and administration
* ICT systems used in school administration, including SIMS and FMS
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| SPECIAL KNOWLEDGE |  | * Knowledge and understanding of security and health and safety issues and their practical application
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| PERSONAL ATTRIBUTES | Ability to :* Demonstrate enthusiasm and sensitivity whilst working with others;
* Manage change;
* Work with parents as partners;
* A good health and attendance record
* Flexibility and adaptability in order to build and sustain effective relationships with a wide range of people in school and the wider community
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