**Reedley Primary School - Achieving Today For Tomorrow`s World**

Candidates who do not evidence the essential criteria will not be considered for shortlisting.

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| **Education and Qualifications** | **Essential*** GCSE Mathematics & English Language at C or above
* A desire to undertake further training and development as required
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| **Experience** | **Essential*** Successful experience in communicating in a busy workplace environment for at least one year
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| **Knowledge, Skills and Abilities** | **Essential*** Good IT skills
* Be able to communicate effectively with all members of the school community
* Skills to cope with a wide range of tasks
* Willing to learn new skills

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| **Personal Attributes** | **Essential*** Excellent organisation and planning skills
* An enthusiastic and positive attitude
* High levels of initiative
* High standards and expectations
* Ability to manage own workload effectively and to work as part of a wider team
* Flexibility
* Ability to work calmly under pressure
* A good attendance-at-work record
* Welcoming and approachable
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