**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 |
| **Experience** | **Essential**   * Successful experience in communicating in a busy workplace environment for at least one year |
| **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 |
| **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 |