

Person Specification Form

Post Title – School Business Admin Support & Lunchtime Welfare Lead 2

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form, interview, reference etc)
<p>Qualifications</p> <p>Maths and English GCSE Grade C or equivalent</p>	E	AF
<p>Experience</p> <p>Experience of working in an office (preferably within a school environment)</p> <p>Experience of administration clerical /secretarial work</p> <p>Experience of working as part of a team</p> <p>Experience of dealing with parents/customers/general public</p>	E E E E	AF, R AF, R AF, I AF, I
<p>Knowledge/skills/abilities</p> <p>Ability to communicate effectively with staff, parents, the community and relevant external agencies in a variety of formats.</p> <p>Ability to work as a highly effective member of the whole school team.</p> <p>Ability to relate well to children and adults.</p> <p>Excellent English and IT skills.</p> <p>Ability to plan, organise, prioritise work and meet tight deadlines, ensuring smooth running and professional practice.</p> <p>Ability to maintain a high level of confidentiality.</p> <p>Ability to carry out a wide range of administrative tasks</p>	E E E E E E E	AF, I AF, I AF, I, R AF, I AF, I AF, I AF, I
<p>Other</p> <p>Commitment to safeguarding and protecting the welfare of children and young people</p> <p>Commitment to equality and diversity</p> <p>Commitment to health and safety</p> <p>Satisfactory attendance record/commitment to regular attendance at work</p>	E E E E	AF, I I I R