Person Specification

**Berkley First School**

**Essential**

Education & Qualifications

 GCSE grade C in English and mathematics (or equivalent)

Willingness to complete a first aid course

**Relevant Knowledge & Experience**

* Carrying out administrative tasks
* Dealing with face-to-face and telephone interactions
* Working with children or young people
* Working and collaborating within a team
* Experience of working in a school setting
* Knowledge and understanding of attendance processes in schools

**Skills and Abilities**

* Good oral and written communications skills
* Ability to respond quickly and effectively to issues that arise
* Ability to plan, organise and prioritise to meet deadlines
* Ability to use own initiative and take action accordingly
* Excellent attention to detail
* Ability to use IT packages including word processing and spreadsheets.
* Ability to use relevant office equipment effectively
* Ability to build effective working relationships with colleagues
* Understanding of data protection and confidentiality
* Understanding of safeguarding, undertake the training once in post.

**Personal Qualities**

* Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils
* Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school
* Ability to work under pressure and prioritise effectively
* Commitment to maintaining confidentiality at all times
* Embraces change well > Deals with difficult situations effectively