



	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	<ul style="list-style-type: none"> • Be numerate and accurate • Have excellent communication skills, both verbal written 	<ul style="list-style-type: none"> • English & Maths GCSE/Standard or beyond • Secretarial, Administrative or Financial qualifications 	Application form, Interview, Certificates
Experience	<ul style="list-style-type: none"> • Experience of working successfully and co-operating as a member of a team • Experience of administrative support 	<ul style="list-style-type: none"> • Experience of working in a school • Previous experience in a similar role • Experience of Admissions 	Application form, interview, references
Professional Values	<ul style="list-style-type: none"> • Establish / maintain good professional relationships with students and colleagues • Adopt a flexible approach to working 		Application form, interview, references
Knowledge & Understanding	<ul style="list-style-type: none"> • Understand the requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety etc. 		Application Form, Interview, References
Skills	<ul style="list-style-type: none"> • Excellent Microsoft Word and Excel skills • Adaptability • Initiative • Excellent communication skills (both verbal and written) at all levels to a variety of audiences e.g. students and staff • Be able to prioritise workloads • Excellent organisational & time management skills 	<ul style="list-style-type: none"> • Be confident in the use of Word, Excel, email and database programs • Experience with a school MiS such as SIMS, iSAMS, Engage • Experience of Sales Force 	Application form, interview, References

The College is committed to Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Personal Characteristics	<ul style="list-style-type: none">• Punctual• Calm and confident• Approachable and empathetic• Enthusiastic• Organised and resourceful• Able to maintain confidentiality within and outside the workplace• Committed• Adaptable to changes and developments in the workplace• Smart appearance	<ul style="list-style-type: none">• Have a friendly manner and sense of humour	Application Form, Interview, References
Special Requirements	<ul style="list-style-type: none">• Be willing to undergo an Enhanced Disclosure and Barring Service check		Interview

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