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| Essential Criteria | Desirable Criteria |
| * Preparation of reports, letters, minutes and documentation * IT literate * Understanding of budgeting and finance management * Understanding of record keeping * Having an NVQ 3 or 4 or equivalent relevant experience * 5 GCSEs (or equivalent) of C and above including Maths and English * Excellent interpersonal skills with the ability to communicate with all ages * High standards of written and spoken communication * Understanding of and ability to correctly process confidential information * Ability to work hard, as part of a small team, and to take the initiative when required * Supportive of the Christian values of the school | * Previous experience in a school environment * Previous experience of working with children * Experience of using Scholarpack or other information management software system * Experience of Safeguarding Statutory Requirements, including the Single Central Record * Experience of submitting bids * Certificate of School Business Management * Understanding of Health and Safety * Experience of working in an office environment with a complex and diverse range of tasks to be completed over time |