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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
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