

Essential Criteria	Desirable Criteria
<ul style="list-style-type: none"> <li>• Preparation of reports, letters, minutes and documentation</li> <li>• IT literate</li> <li>• Understanding of budgeting and finance management</li> <li>• Understanding of record keeping</li> <li>• Having an NVQ 3 or 4 or equivalent relevant experience</li> <li>• 5 GCSEs (or equivalent) of C and above including Maths and English</li> <li>• Excellent interpersonal skills with the ability to communicate with all ages</li> <li>• High standards of written and spoken communication</li> <li>• Understanding of and ability to correctly process confidential information</li> <li>• Ability to work hard, as part of a small team, and to take the initiative when required</li> <li>• Supportive of the Christian values of the school</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in a school environment</li> <li>• Previous experience of working with children</li> <li>• Experience of using Scholarpack or other information management software system</li> <li>• Experience of Safeguarding Statutory Requirements, including the Single Central Record</li> <li>• Experience of submitting bids</li> <li>• Certificate of School Business Management</li> <li>• Understanding of Health and Safety</li> <li>• Experience of working in an office environment with a complex and diverse range of tasks to be completed over time</li> </ul>