



ST. NICHOLAS SCHOOL

Philpott Avenue, Southend-on-Sea, SS2 4RL
 Headteacher: Mrs L. Fox

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Person Specification

CRITERIA	QUALITIES
Qualifications	<ul style="list-style-type: none"> ➤ Demonstrably competent in English, maths and ICT ➤ First aid
Experience	<ul style="list-style-type: none"> ➤ Working in an office environment, preferably a school ➤ Working well within a team ➤ Knowledge and understanding of clerical/administrative/financial and organisational systems ➤ Working in accordance with GDPR regulations
Skills and knowledge	<ul style="list-style-type: none"> ➤ Excellent attention to detail ➤ Excellent literacy/numeracy skills ➤ Competent use of IT packages including word processing, computerised accounting systems and school MIS systems ➤ Ability to use relevant office equipment effectively ➤ Ability to plan, organise and prioritise
Personal qualities	<ul style="list-style-type: none"> ➤ 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 ➤ Demonstrates tolerance, patience and understanding of a range of needs of students and families ➤ An excellent listener ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively