

General heading	Detail	Examples
Qualifications and Experience	Specific qualifications and experience	Successful experience of administrative work in a busy school environment. Educated to level 3 (A level) or equivalent Experience of minuting meetings Secretarial/PA experience Qualification or willingness to undertake qualification in clerking
	Knowledge of relevant policies and procedures.	Working knowledge of general school policies and procedures.
	Literacy	Good reading and writing skills. Equivalent of GCSE grade C or above in English
	Numeracy	Ability to undertake complex calculations. Equivalent of GCSE grade C in Maths
	Technology	Ability to use photocopier Ability to use computer, data bases and other IT applications including excel, word, PowerPoint, outlook and teams
Communication	Written	Ability to complete detailed reports, forms and letters for a variety of audiences.
	Verbal	Ability to exchange verbal information in English clearly and sensitively with children and adults.
	Language	Ability to overcome language barriers with children and adults.
	Negotiating	Ability to consult with colleagues and other stakeholders in an effective way.
Working in a children centred setting	Behaviour Management	Understand the schools behaviour management policy.
	SEN	Good understanding and support the differences in children and adults and respond appropriately in relation to the role.
	Curriculum	Good understanding of the learning experience provided by the trust in relation to the role.
	Child Development	Good understanding of the way in which children develop in relation to the role.
	Health and Wellbeing	Good understanding of the importance of physical and emotional wellbeing.
Working with others	Working with partners	An understanding of the role of others working in and with the school.
	Relationships	Ability to establish rapport and respectful and trusting relationships with staff, children, their families and other adults.
	Team work	Ability to work effectively with other adults in the school and Trust. Ability to work on own.
	Information	Ability to provide timely and accurate information.
	Organisational Skills	Good organisational skills

		Ability to work accurately with attention to detail.
	Line Management	Ability to lead and motivate a team in a positive and successful way.
	Time Management	Ability to manage own time effectively.
	Creativity	Ability to create systems and processes that are visionary, saving resources but adding value to teaching and learning.
General	Equalities	Demonstrate a commitment to equality.
	Health and Safety	A good understanding of health and safety.
	Child Protection	An understanding of the implementation of child protection procedures.
	Confidentiality/ Data Protection	An understanding of procedures and legislation relating to confidentiality and GDPR.
	CPD	A demonstration of a clear commitment to develop and learn in the role. An ability to effectively evaluate own performance and share knowledge with others.