

CANDIDATE SPECIFICATION FOR SUPPORT STAFF – administration roles

1. Qualifications:

- * ICT accreditation;
- * A good general education.

2. Experience:

- * A successful record of organising administrative tasks (preferably within a school setting);
- * A successful record of working as a team member in the workplace;
- * A successful record of developing and expanding your knowledge and understanding.

3. Skills: Ability to:

- * work with others in a professional, yet sensitive manner;
- * demonstrate commitment to meeting the needs of pupils and parents and a high level of professionalism in manner and organisation;
- * deal with day-to-day issues whilst being aware of longer term goals;
- * communicate effectively in writing and speech;
- * interact with pupils, parents and staff in a way that shows consideration and respect.

4. Personal qualities:

- * a genuine commitment to pupils and high expectations for their progress and welfare;
- * a capacity for hard work;
- * regular and punctual attendance;
- * openness, flexibility and sensitivity;
- * an enthusiasm for learning and education;
- * a cheerful attitude;

and last, but NOT least:

- * a sense of humour