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|  | **ESSENTIAL** | **DESIRABLE** |
| An ambitious proactive person with high levels of energy and commitment | **√** |  |
| Proven record of high level of administration; | **√** |  |
| Extremely high level of attention to detail | **√** |  |
| Excellent communicator (written and verbal) with parents, pupils and colleagues; | **√** |  |
| Ability to maintain confidentiality appropriate to the setting; | **√** |  |
| A team player with sound interpersonal skills and sensitivity; | **√** |  |
| Honest and hard-working; | **√** |  |
| Ability to see the wider picture; | **√** |  |
| Be extremely proficient in the use of information technology.(Microsoft Word, Excel and PowerPoint, Outlook) | **√** |  |
| Enthusiasm and a good sense of humour; | **√** |  |
| Committed to safeguarding the physical, emotional and mental well-being of young people | **√** |  |
| Have a good track record of managing premises staff; be motivational, sympathetic,  constructive |  | **√** |
| Be very well-organised and extremely hard-working. | **√** |  |
| Be able to work collaboratively with colleagues within the School and with key contacts  in other organisations; have a proven ability to work as a member of a team. | **√** |  |
| Be devoted to the educational needs of the individual pupil. | **√** |  |
| Display absolute commitment to the highest standards of professional behaviour and, at  all times, to promoting the welfare and safeguarding of children. | **√** |  |
| Be able to work accurately and calmly, and show resilience, when under pressure. | **√** |  |
| Be patient, determined and enthusiastic. | **√** |  |
| Be committed to continuing personal and professional development. |  | **√** |
| Act at all times as an outstanding ambassador for the school. | **√** |  |
| Evidence of recent professional development; |  | **√** |
| Remains positive and enthusiastic under pressure; | **√** |  |
| Awareness of the needs of others; | **√** |  |