

Attributes	Essential Experience	Desirable
<p>Education and Qualifications</p>	<p>Excellent communication skills both written and oral Excellent organisational skills Minimum Grade C GCSE English and Mathematics Accurate Data Entry skills Computer literate with a working knowledge of Microsoft Office package. Office systems and procedures. Information management systems and the associated legislation surrounding them.</p>	<p>Experience of working within a school office Experience of Integris Experience of using an Accounting System</p>
<p>Experience/Skills/Attitudes</p>	<p>Confident and competent user of ICT Working in partnership with parents/wider community Commitment to the personal welfare and safeguarding of children Ability to demonstrate a methodical, organised and flexible approach to work. Effective listening, verbal and written communication skills. Ability to prioritise workload Excellent interpersonal and customer service skills, with the ability to communicate effectively with a diverse range of people, establishing and maintaining effective working relationships. Ability to plan, organise and prioritise workload to meet deadlines. Professional approach. Ability to maintain a high level of confidentiality and discretion at all times.</p>	<p>Knowledge and experience of electronic parent communication Ability to design and process a wide range of documents in accordance with instruction, paying attention to detail. Clear knowledge and understanding of safeguarding procedures in schools.</p>
<p>Personal Qualities</p>	<p>Displays warmth, care and sensitivity in dealing with children Open minded, self evaluative and adaptable to changing circumstances and new ideas Able to reflect upon experience Willingness to be involved in the wider life of the school</p>	<p>- Enhance our team by bringing personal interests, innovation and enthusiasms to the school</p>

	<p>Ability to work flexibly and prioritise</p> <p>Good interpersonal/ communication skills</p> <p>A mature, friendly and professional manner.</p> <p>Commitment to providing a high quality of service.</p> <p>Open minded, down to earth, proactive and bright.</p> <p>Willingness to learn.</p> <p>Work effectively as a team player.</p> <p>Ability to remain calm under pressure</p>	
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