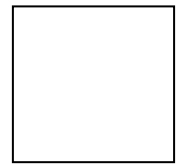


ALDERMAN PEEL HIGH SCHOOL

Description & Person Specification



Person Specification		
Experience	1 year's experience working in a similar environment.	Desirable
Skills, knowledge and aptitudes	<ul style="list-style-type: none"> • Excellent command of English Language • Experience of Microsoft Office • Experience of office administration • Knowledge of SIMS • Confident in dealing firmly but tactfully with staff, students and parents/carers • Flexibility, able to work on own initiative and as part of a team • Aware of the importance of confidentiality and loyalty • Ability to use initiative • Self motivated and steady under pressure, thrives on challenge • Sense of humour • Previous experience of working in a school 	Essential Essential Essential Desirable Essential Essential Essential Essential Desirable Desirable Desirable