

Person Specification		
	Essential	Desirable
Qualifications	GCSE or equivalent in Maths and English	First Aid Certificate
Experience		One year's experience working in a similar environment.
Skills/Knowledge	<p>Effective use of computerised programmes with proficiency in Microsoft Word and Excel</p> <p>Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these;</p> <p>Flexible with the ability to undertake varied duties;</p> <p>Good communication skills with people at all levels;</p> <p>Ability to organise own workload in the context of varied tasks;</p> <p>Ability to work calmly under pressure;</p> <p>Ability to critically evaluate own performance and make any necessary changes to be more effective.</p>	Knowledge of SIMS