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|  | Essential | Desirable |
| Experience and Knowledge  | * Good working knowledge of the education system
* Experience of working with, and

having empathy with, youngpeople, some of whom maydisplay challenging behaviour orbe socially or emotionallyvulnerable* ICT skills to produce correspondence and reports as required
* Working knowledge of Microsoft Office tools, as detailed in Job Description.
* Experience of office skills to include filing, use of internet, emails, note taking etc.
 | * Experience of office management
* Working knowledge of Arbor
* Knowledge/experience of SEND
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| Qualifications and Training | * Level 2 qualifications (5 GCE/GCSE Grade A\*-C or equivalent including English and Mathematics) or evidence of good literacy and numeracy skills
* Evidence of further training and/or study
 | * Arbor training
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| Skills and Abilities | * Excellent interpersonal skills
* Well organised and efficient time manager
* Ability to relate to all stakeholders
* Ability to interact with students
* Ability to organise own workload
* Ability to work under pressure and to deadlines
* Ability to work on own initiative
* Flexibility and adaptability to navigate a busy working environment
* A good sense of humour
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| Other Factors | * A commitment to equal opportunities and safeguarding
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