

## Person Specification: Student Services

Attribute	Essential	Desirable
<b>Experience</b>	<p>Experience in office and/or reception work</p> <p>Experience of undertaking a range of administrative tasks including data management systems (such as Excel / SIMS)</p> <p>Good communication skills, both verbal and written</p>	<p>Experience in working in a school environment</p> <p>Experience of working with SIMS</p>
<b>Personal skills, abilities and competences</b>	<p>Polite, patient and helpful manner</p> <p>To be able to contribute positively and professionally to working as part of a small team</p> <p>To possess an excellent telephone manner</p> <p>To be able to deal with regular interruptions</p> <p>Establish and develop appropriate relationships with parents, staff and students</p> <p>Communicate effectively (both verbally and in writing) at all levels e.g. students, staff, parents, visitors</p> <p>Promote a positive working environment</p> <p>Be able to work under pressure</p> <p>Produce accurate work</p> <p>Ability to work with minimal supervision and to act on own initiative</p>	<p>To be able to prioritise workloads</p> <p>Problem solving</p>
<b>Qualifications and Training</b>	<p>A good standard of general education including English and Mathematics GCSE, or equivalent</p> <p>Experience of working successfully and co-operating as a member of a team</p> <p>Have confident IT skills including Word, Excel, email and database programs</p> <p>Willing to be trained in First Aid</p>	<p>IT qualification</p> <p>First Aid qualification</p>
<b>Personal Qualities</b>	<p>To continually seek to develop own skills.</p> <p>To use initiative to assist other members of the team.</p> <p>Punctual and of smart appearance</p> <p>Approachable and empathetic</p> <p>Organised and resourceful</p>	

