

Ability and willingness to travel between sites and meetings as required	E	AF / I
Have a flexible attitude to work	E	AF / I
Have a commitment to professional development	E	AF / I
Have excellent organisational, administrative and record keeping skills	E	AF / I
PERSONAL QUALITIES AND ATTRIBUTES		
Ability to handle highly confidential or sensitive information in an appropriate and secure manner	E	AF / I
Show discretion and confidentiality	E	AF / I
Possess cultural awareness and sensitivity	E	AF / I
To be willing to undertake first aid training	E	AF / I
Have experience of working under pressure to deadlines	E	AF / I
Be able to evidence experience of working effectively within a team and the subsequent impact	E	
Previous work in a school environment	E	
Providing dedicated support to Senior Management	D	
OTHER		
Compliance and adherence to the document 'Guidance for Safer Working Practice for Adults who work with Children and Young People in Education Settings'	E	I
Compliance and adherence to the document 'Guidance for Conduct'	E	I
Commitment to undertake further ongoing training and professional development	E	I
Clearance through the Disclosure and Barring Service	E Clearance required before confirmation of appointment	AF/I

Date: March 2020

Please complete the Application Forms on TES. CV's will not be accepted.

Closing Date: Monday 13th July 2020 at 9am

Proposed Interview Date: week commencing 13th July 2020