



'St Julie's Catholic High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment'

| | ESSENTIAL | DESIRABLE |
|--|---|--|
| Qualifications | <ul style="list-style-type: none"> • Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent • Recognised ICT qualifications eg. ECDL and or RSA II/III in Microsoft package to include Word, Excel and Outlook, etc | <ul style="list-style-type: none"> • Experience and (advanced) knowledge of SIMS database system |
| Experience | <ul style="list-style-type: none"> • Proven administration experience • Highly proficient and skilled in a range of ICT packages • Highly organised and able to prioritise tasks and follow through to completion whilst able to continue thriving under pressure. | |
| Skills, knowledge and qualities | <ul style="list-style-type: none"> • Work effectively and supportively as a member of the Administration team, • Ability to work under the direction of others, and knowing when to seek help and advice • Work in an organised and methodical manner and maintain accurate records • Ability to plan, prioritise and meet deadlines • Able to convey information clearly and accurately both orally and in writing to a range of people • Use own initiative to solve problems and respond proactively to unexpected situations • Deal calmly, tactfully and effectively with a range of people • Show sensitivity and objectivity in dealing with confidential issues • Willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school • The willingness to undertake First Aid Certificate training • Excellent interpersonal skills • Excellent communication skills • Commitment to the highest standards of child protection | |



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| | <ul style="list-style-type: none"> • Able to maintain appropriate levels of confidentiality and discretion • Excellent attention to detail. • Understanding of good management practices and the policies and systems to support them. • Desire to enhance and develop skills and knowledge through CPD • A personal manner in keeping with the school ethos towards parents/carers, children, the community, and wider community • Ability and motivation to interact with students, staff, parents and carers • Energy, enthusiasm • Work autonomously in completing core job functions | |
| Pastoral Skills | <ul style="list-style-type: none"> • Able to maintain a professional, yet caring and compassionate approach to dealing with students • Suitable to work with children. An Enhanced Disclosure with Children's Barred List check will be completed for the successful applicant | |
| General | <ul style="list-style-type: none"> • Supports the ethos of the school • Is Flexible and adaptable | |

All staff appointed to St Julie's are expected to be committed to supporting the school's aims and actively implement the school's policies