



***'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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Minimum of 5 GCSEs at Grade C or above, including English and Maths, or equivalent</li> </ul>	<p>Recognised ICT qualifications e.g. ECDL and or RSA II/III in Microsoft package to include Word, Excel and Outlook, etc</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven administration experience</li> <li>Proficient and skilled in a range of software</li> <li>Organised and able to prioritise tasks and follow through to completion whilst able to continue working under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of hands on work using tools, cabling, fitting plugs etc.</li> </ul>
<b>Skills, knowledge and qualities</b>	<ul style="list-style-type: none"> <li>Work effectively and supportively as a member of the team,</li> <li>Ability to work under the direction of others, and knowing when to seek help and advice</li> <li>Work in an organised and methodical manner and maintain accurate records</li> <li>Ability to plan, prioritise and meet deadlines</li> <li>Able to convey information clearly and accurately both orally and in writing to a range of people</li> <li>Use own initiative to solve problems and respond proactively to unexpected situations</li> <li>Deal calmly, tactfully and effectively with a range of people</li> <li>Show sensitivity and objectivity in dealing with confidential issues</li> <li>Willingness to undertake training in relevant areas to develop skills necessary to support raising standards in school</li> <li>Willingness to undertake First Aid Certificate training</li> <li>Excellent interpersonal skills</li> <li>Excellent communication skills</li> <li>Commitment to the highest standards of child protection</li> <li>Able to maintain appropriate levels of confidentiality and discretion</li> <li>Excellent attention to detail.</li> </ul>	



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

**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**