



<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>	<b>Assessment Method</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>❖ 5 GCSE / O levels A-C</li> <li>❖ Administration or Secretarial qualification</li> </ul>	<ul style="list-style-type: none"> <li>❖ 2 A levels or equivalent qualifications</li> <li>❖ Safeguarding Training</li> </ul>	Application form
<b>Professional Experience/ Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>❖ Good level of knowledge of computer applications including Word, Excel, PowerPoint and school management information systems (ideally SIMS) or the ability to learn such specific systems</li> <li>❖ Administrative experience</li> <li>❖ Experience of working in an educational or care setting</li> <li>❖ Knowledge of Safeguarding in education or care</li> <li>❖ Wide range of experience of multi-agency liaison</li> <li>❖ Ability to work in a way that promotes the safety and wellbeing of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>❖ Experience of being part of a Safeguarding or Care Administration Team</li> </ul>	Application form Interview questions Performance in selection methods Interview by demonstration of ability to display knowledge and skills References
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>❖ Able to record information accurately and to meet deadlines</li> <li>❖ Good communication skills</li> <li>❖ Flexible approach</li> <li>❖ Ability to relate to students and adults at all levels</li> <li>❖ Approachable, sensitive with excellent interpersonal skills</li> <li>❖ Ability to set targets, meet deadlines and to work under pressure</li> <li>❖ Attentive to detail</li> <li>❖ The need to understand confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>❖ Sense of humour</li> <li>❖ Team player; an ability to be reliable and work closely with other colleagues</li> </ul>	Application form References Interview Performance in related selection exercises
<b>Commitment</b>	<ul style="list-style-type: none"> <li>❖ Commitment to safeguarding young people</li> <li>❖ Commitment to promoting the raising of standards</li> <li>❖ Commitment to school and its links with the wider community</li> <li>❖ Commitment to equality of opportunity and inclusion</li> <li>❖ Willingness to contribute to extra-curricular activities</li> <li>❖ An ability to keep a healthy work/life balance</li> </ul>		Application form References Interview Performance in related selection exercises

<b>Sexey's Values and Ethos</b>	<ul style="list-style-type: none"> <li>❖ Possess a positive and sympathetic philosophy towards working in a Church of England boarding school.</li> <li>❖ Value the contribution that each individual brings to the school community.</li> <li>❖ Respect and value diversity and promote equality</li> <li>❖ Promote and model mutual respect</li> </ul>		Interview
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