



# Alder Community High School

Mottram Old Road | Gee Cross | Hyde | Cheshire | SK14 5NJ

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Headteacher: Mrs M Critchlow BA (Hons) NPQH

## Person Specification

|                                                                                                           | Essential | Desirable | Method of Measuring |
|-----------------------------------------------------------------------------------------------------------|-----------|-----------|---------------------|
| <b>Qualifications:</b>                                                                                    |           |           |                     |
| 5 GCSE Maths and English (Grade 4/C or above) or equivalent.                                              | X         |           | A, C                |
| Educated to A level or above                                                                              |           | X         | A, C                |
| <b>Skills and Experience of:</b>                                                                          |           |           |                     |
| General Office and Administrative work                                                                    | X         |           | A, I                |
| Liaising professionally with various stakeholders both internally within an organisation and externally   | X         |           | A, I, R             |
| Problem solving and analytical skills                                                                     | X         |           | A, I, R             |
| Working as part of a team                                                                                 | X         |           | A, I, R             |
| Working in a school or customer service environment                                                       | X         |           | A, I, R             |
| Working under pressure                                                                                    | X         |           | A, I, R             |
| Recording information and writing reports with attention to detail                                        | X         |           | A, I, R             |
| Working to tight deadlines                                                                                | X         |           | A, I, R             |
| Prioritising workload and acting on own initiative to complete tasks                                      | X         |           | A, I, R             |
| <b>Knowledge and understanding of:</b>                                                                    |           |           |                     |
| GDPR and data protection                                                                                  | X         |           | A, I, R             |
| The education system and life in a comprehensive school                                                   | X         |           | A, I, R             |
| Microsoft Office programmes                                                                               | X         |           | A, I, R             |
| Safeguarding and child protection                                                                         | X         |           | A, I, R             |
| Record keeping and filings                                                                                | X         |           |                     |
| Curriculum subjects                                                                                       |           | X         |                     |
| SEND system available to support pupils                                                                   |           | X         |                     |
| <b>Personal Qualities:</b>                                                                                |           |           |                     |
| A belief that everyone can benefit from and has entitlement to high quality educational opportunities     | X         |           | A, I, R             |
| Able to work on your own initiative                                                                       | X         |           | A, I, R             |
| Able to communicate effectively with all stakeholders                                                     | X         |           | A, I, R             |
| Able to treat information confidentially                                                                  | X         |           | A, I, R             |
| Able to present documents with attention to detail, good presentation, spelling, grammar, and punctuation | X         |           | A, I, R             |
| A good team player                                                                                        | X         |           | A, I, R             |
| Willing to participate in staff training                                                                  | X         |           | A, I, R             |
| Enthusiastic and committed                                                                                | X         |           | A, I, R             |
| Professional in your conduct                                                                              | X         |           | A, I, R             |

|                                                                                     |  |  |  |
|-------------------------------------------------------------------------------------|--|--|--|
| A personal commitment to lifelong learning and continuous professional development. |  |  |  |
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## Key

A – application form C – original certificates I - interview process R - references



The Quality in Careers Standard >>>>