**PERSON SPECIFICATION**

**Education and Experience**

* Experience of development, management and operation of

management information systems (MIS)

* Excellent literacy/numeracy skills
* High level of competence using the internet, word processing,

data bases

* Experience of fundraising within a school setting

**Knowledge, Skills and Abilities**

* Effective use of ICT and other specialist equipment/resources
* Ability to exchange a wide range of factual information with

various stakeholders

* Full working knowledge of relevant policies/codes of practice

and awareness of relevant legislation

* Ability to relate well to children and adults
* Ability to work constructively as a team, understanding school

roles and responsibilities and the post holder’s position within

these; covering for work colleagues in their absence

* Ability to self evaluate learning needs and actively seek learning

opportunities.

* Awareness of general health and safety risks in an office/school

environment

* Knowledge of and commitment to safeguarding the welfare of

children and young people within the school.