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|  | **Essential** | **Desirable** | **Method of assessment** |
| WORK RELATED EXPERIENCE |  |  |  |
| Excellent office, administrative and customer service skills, with proven experience | **\*** |  | Application Form/interview |
| Be able to work in an organised and methodical way and work to deadlines | **\*** |  | Application Form/interview |
| Able to communicate with a wide variety of people, both verbally, face to face and in writing | **\*** |  | Application Form/interview |
| Experience of financial transactions; i.e.; payment of fees, petty cash transactions |  | **\*** | Application Form/interview |
| Knowledge and experience of the voluntary or education setting |  | **\*** | Application Form/interview |
| SKILLS AND ABILITIES |  |  |  |
| Good Interpersonal skills | **\*** |  | Application Form/interview |
| Ability to work both as part of a team and on own initiative | **\*** |  | Application Form/interview |
| Ability to manage and prioritise workload | **\*** |  | Application Form/interview & Presentation |
| Empathetic, supportive approach to working with children, families and volunteers | **\*** |  | Application Form/interview |
| KNOWLEDGE |  |  |  |
| Excellent knowledge of Microsoft Office programmes | **\*** |  | Application Form/interview |
| Experience of external software systems |  | **\*** | Application Form/interview |
| Educated to minimum of Level 2; i.e.; 5 GCSE’s including Maths & English | **\*** |  | Application Form/interview |
| **CIRCUMSTANCES** |  |  |  |
| Able to work occasional additional hours/and or room cover as requested by the Manager | **\*** |  | Application Form/interview |