



Areas under consideration	Essential requirements	Desirable requirements	Method of Assessment
SKILLS / KNOWLEDGE Education and experience	Q1. GCSE English and Mathematics (at grade C/ grade 4 and above) or equivalent qualifications Q2. A strong standard of general education (A-level or equivalent qualifications) Q3. Strong and systematic organisational skills Q4. Good time management and organisation: ability to prioritise Q5. Previous SIMS (or similar) and examination administration experience	d1. Degree level qualification d2. experience of school administration and finance d3. Experience in an 11-18 Catholic school.	Application Interview
Professional Skills/ knowledge	Q6. Excellent written communication skills, with a high standard of formal English Q7. Excellent numeracy skills Q8. The ability to draft, develop and proofread documents, letters, protocols and policies which are clear, well considered, and comply with statutory requirements. Q9. Excellent oral and interpersonal skills with the ability to communicate clearly and appropriately and inspire confidence Q10. Excellent organisational skills, including keen attention to detail Q11. Excellent IT skills, including the ability to learn new systems quickly and use them intelligently and flexibly	d4. Management experience. d5. Evidence of having led or shown significant initiative d6. Experience in the use of social media as an alternative method of communication to parents and the wider College community	Application Interview References
Communication Skills	Q12. Excellent interpersonal skills. Q13. Excellent communication skills. Q14. Sets a positive tone and encourages others Q15. A team player / leader with a coaching/ mentoring approach	d7. Evidence of implementation of some educational initiative. d8. Strategic thinker who always looks to improve upon existing approaches	Application Interview References
Values and personality	Q16. Personal genuine interest in and commitment to our values. Q17. The ability to contribute to the wider school community. Q18. A willingness to be involved in the extra curricular life of the College. Q19. Calmness in a crisis and supportive to others	d9. Humour and integrity coupled with the ability to be systematic, methodical and efficient	Application Interview References
Developing Self and Others	Q20. Commitment to Continuing Professional Development Q21. Commitment to high standards and a willingness to work hard: the more you are prepared to put in, the more you will get out in terms of personal and professional satisfaction;	d10. Evidence of Commitment to CPD	Application Interview References