



ST PETER'S SCHOOL HUNTINGDON

Cross Phase Educational Visits Co-ordinator - PERSON SPECIFICATION

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment

Criteria	Essential	Important	Desirable	Measured
QUALIFICATIONS				
Educated to GCSE standard or equivalent in English and Mathematics.	✓			Application/Certificate
EXPERIENCE AND SKILLS				
Experience of working in a busy environment.	✓			Application/Interview/Reference
Previous Administration experience	✓			Application/Interview/Reference
Ability to communicate confidently, clearly and effectively, both verbally and written.	✓			Application/Interview/Reference
Good working knowledge of MS Office.		✓		Application/Interview/Reference
Good organisation skills and the ability to prioritise workload.	✓			Application/Interview/Reference
Good standard of numeracy and literacy skills	✓			Application/Interview/Reference
Ability to absorb and understand a range of information	✓			
Ability to work both as part of a team and alone		✓		Application/Interview/Reference
Ability to show initiative and prioritise ones own work and that of others	✓			Application/Interview/Reference
Community Focus - Understanding and responding school community needs, demonstrating a passion for high quality customer service.	✓			Application/Interview/Reference
INTERPERSONAL SKILLS				
Commitment to promoting and safeguarding the welfare of all staff and students.	✓			Application/Interview/Reference
Flexible attitude with the ability to work under pressure and to deadlines, whilst maintaining a high level of accuracy.	✓			Application/Interview/Reference
Willingness to undertake in-service training.	✓			Application/Interview/Reference