

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
Knowledge/Experience	Experience in administration or similar role	Yes	
	Experience of working in an educational environment		Yes
	A high level of music understanding	Yes	
	An understanding of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Excellent interpersonal communication, with the ability to relate to the whole school community	Yes	
	Good time management	Yes	
	Ability to work autonomously and as part of a team	Yes	
	Calmness, efficiency, and the ability to work under pressure as necessary	Yes	
	Ability to develop and maintain effective relationships with all members of the school community and outside agencies	Yes	
	Proficiency in Microsoft Office (Word, Excel, Publisher)	Yes	
	Be professional at all times	Yes	
	Strong communication skills, both written and verbal	Yes	