



Harrytown Catholic High School

Requirements of the role

Person Specification – Key Skills and Attributes

Essential

- Excellent organisational and administrative skills.
- Strong communication and interpersonal skills.
- Ability to build effective relationships with pupils, parents/carers and staff.
- High level of accuracy and attention to detail.
- Strong IT skills, including Excel and Microsoft Office applications.
- GCSE English Grade C or equivalent
- Ability to analyse and present data effectively.
- Ability to work independently and manage competing priorities.
- Supportive of the Catholic faith.
- Commitment to safeguarding and promoting the welfare of children and young people.

Desirable

- Experience of using Management Information Systems, preferably SIMs.
- Experience of working with children aged 11-16.
- Knowledge of school attendance policies.