MAYFIELD PREPARATORY SCHOOL

Believe it! Achieve it!

Person Specification

The successful applicant will have excellent communication, interpersonal and customer-care skills, together with the ability to deal with people at all levels with charm and tact, and able to form excellent relationships with parents, pupils and colleagues.

Essential requirements:

- Has at least 5 GCSEs, grade A – C, including English and Mathematics.
- Has administrative experience, ideally in an educational environment.
- Has marketing experience, and preferably a marketing qualification.
- Has knowledge and experience of a range of ICT and word processing.
- Has a smart appearance and is an excellent first point of contact with the school
- Has good interpersonal skills and forms good working relationships with staff, pupils and parents.
- Works collaboratively and supportively with colleagues within the organisation and with colleagues in other organisations. Is a good team player.
- Likes children.
- Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.
- Respects and values the different experiences, ideas and backgrounds others can bring to work and to teams.
- Is resilient and demonstrates ability to work well under pressure. Manages time effectively, with good attendance and punctuality, and is well-organised.
- Is willing to work within organisation procedures, processes and to meet required standards for the role.
- Is committed to continued personal and professional development. Is reflective and learns from past experience.
- Able to use initiative.
- Is enthusiastic, hardworking and willing. Does that little more than is expected.
- Is reliable, trustworthy and discreet.
- Has a good sense of humour.

Mayfield Preparatory School is committed to safeguarding and promoting the welfare of children and young people and all staff and volunteers to share this commitment.