



Communications Administrator		Essential	Desirable
Knowledge & Qualifications:	Have qualifications in English/literacy and Mathematics/numeracy equivalent to at least Level 2 of the National Qualifications Framework	✓	
	Knowledge of school information management systems (SIMS)		✓
	Ability to use common IT software (Microsoft Office, etc.)	✓	
	High level of accuracy and time management skills	✓	
	Good organisational skills	✓	
	Know how to establish effective working relationships with young people	✓	
	Able to prioritise tasks and act under pressure	✓	
	Excellent communication skills and interpersonal skills	✓	
	Excellent time management and organisational skills	✓	
	Excellent communication skills and interpersonal skills	✓	
	Experience working with a busy, diverse environment	✓	
	Excellent verbal/telephone and written communication skills	✓	
	Ability to work within a team working environment and also able to work independently	✓	
	Personal Qualities	Calm under pressure, adaptable and energetic	✓
A caring and positive attitude		✓	
A good listener and sensitive to students' needs		✓	
A sense of responsibility		✓	
Able to maintain strict confidentiality		✓	
Flexibility and use of initiative		✓	
A good sense of humour		✓	

The Emmbrook School is committed to safeguarding the welfare of its students and expects all staff to share this commitment. The successful applicant will be required to obtain an Enhanced DBS Check.