



Princes Primary School

Selborne Street, Liverpool, L8 1YQ • Tel: 0151 709 2602 • Fax: 0151 709 2627

Email: princes-ht@princes.liverpool.sch.uk • www.princesprimary.com • Headteacher: Col Hughes

Area	Knowledge/Skills/Qualities	Essential / Desirable
Work related	Good understanding of a range of administrative procedures and processes Ability to produce and amend simple word processing documents Good literacy & numeracy skills Good understanding of IT – word processing, data bases, spreadsheets Knowledge of health and safety issues	E E E E E E
Personal Qualities	Able to relate to children and young people Able to work as a member of a team Able to prioritise and organise own workload. Courteous and polite Good interpersonal skills Reliable, punctual, well presented, honest Committed to own professional development Knowledge of working in a school environment	E E E E E E E E D
Beliefs and Values	Understanding of equal opportunity issues Commitment to safeguarding children and young people	E E



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