



Princes Primary School

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

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

