

Education Support Officer

What	Detail	Required/Desired
Planning and organising	<ul style="list-style-type: none"> ● Ability to organise own work to deliver to project timelines ● Excellent timekeeping to ensure that phones are covered effectively during your 'shifts' 	<p>R</p> <p>R</p>
Communications	<ul style="list-style-type: none"> ● Excellent communication skills - able to communicate clearly, verbally and in writing ● Able to create technical documentation 	<p>R</p> <p>D</p>
Skills	<ul style="list-style-type: none"> ● Microsoft Office and/or Google Suite ● Familiarity with ticketing systems ● Familiarity with SIMS/MIS data extractions 	<p>R</p> <p>D</p> <p>D</p>
Experience	<ul style="list-style-type: none"> ● 1 year working in education ● Experience working in support 	<p>D</p> <p>D</p>