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| **Person Specification** | **Essential** | **Desirable** |
| Qualifications and Professional Development | 1. Degree or equivalent professional qualification in a relevant discipline (qualifications below degree level will be considered if complemented by solid experience and evidence of CPD)
2. Recognised SBM qualifications
3. Very good numeracy / literacy skills – demonstrated practically as well as evidenced by at least GCSE grade C or equivalent
4. Good general education to at least A level / full NVQ equivalent
 | 1. Safer Recruitment Training
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| Experience | 1. Development, management and operation of administrative, financial and business systems
 | 1. Successful experience in a school admin role
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| Knowledge and Understanding | 1. Full working knowledge of relevant policies / code of practice and awareness of relevant legislation, including Safeguarding, Health and Safety, Data Protection and Equality
2. Effective use of ICT and other specialist equipment / resources
3. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these
4. Leadership of teams, appraisal, mentoring
 | 1. Experience of using Excel, Word and other Office applications
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| Skills | 1. Ability to relate well to children and adults
2. Financial and HR skills
3. Premises / Facilities management
4. Highly developed problem solving skills with the ability to analyse, synthesise and communicate complex information
5. Ability to cope with pressure and maintain high standards of professionalism
 | 1. Ability to self-evaluate learning needs and actively seek learning opportunities
2. Management of Publicity and Media Relations
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| Personal Characteristics | Approachable Committed to high standards Resourceful Self-motivatedEmpathetic Enthusiastic Innovative PersonableOrganised Patient Resilient |