**Person Specification**

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| **Area** | **Essential/Desirable** | **Assessment** |
| **Qualifications & Training** |  |  |
| GCSE ‘O’ Level or equivalent in English and Maths  | E | Application formQualification check |
| **Knowledge and Experience** |
| Experience of working in Office Manager role which involved line management of staff. | D | Application form |
| An understanding and knowledge of the key principles of school based administration. | D | Application formInterviewReferences |
| Experience of working with Microsoft packages including word, excel and power point | E | Application formInterviewReferences |
| Experience of delivering high quality customer service | E | Application formInterviewReferences |
| Administrative experience gained whilst working in a multi-academy trust/schools or educational setting | D | Application formInterviewReferences |
| Knowledge and experience of exams administration and management | D | InterviewReferences |
| Knowledge and experience of using the Evolve system for  | D | Interview |
| **Skills & Key Criteria** |
| Good organisational skills | E | InterviewReferences |
| Ability to prioritise workload effectively to meet deadlines | E | InterviewReferences |
| Excellent communication and inter-personal skills | E | InterviewReferences |
| Ability to communicate effectively with all stakeholders | E | InterviewReferences |
| Excellent problem solving skills | E | InterviewReferences |
| Well-developed IT skills, including the ability to take minutes | D | InterviewReferences |
| Ability to use initiative and judgement and work autonomously | E | InterviewReferences |
| Ability to maintain confidentiality | E | InterviewReferences |
| Proven tact and diplomacy skills | E | InterviewReferences |
| **Personal Attributes** | **Assessment** |
| A supportive and co-operative team member with a flexible approach | E | InterviewReferences |
| Highly motivated showing resilience and reliability | E | InterviewReferences |
| A positive attitude and commitment to equality | E | InterviewReferences |
| Ability to manage own time well to meet competing demands | E | InterviewReferences |
| Ability to work outside normal trust hours if the need arises | D | Interview |
| Ability to travel to trust academy locations as required | E | Interview |
| **Equal Opportunities** |
| Should indicate an acceptance of, and a commitment to, the principles of the Academy’s Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the trust. | E | Interview |
| **Safeguarding** |
| Commitment to the protection and safeguarding of children and young people | E | Application formInterview |
| Have an up to date knowledge of relevant legislation and guidance in relation to safer working practice for those staff working with children and young people in an education setting | D | Interview |