Northern Education Trust
Post: Expectations for Learning Administrator
PERSON SPECIFICATION

No	Categories	Essential / Desirable	Assessed by: App Form	Assessed by: Interview / Task
QUALIFICATIONS				
1.	5 GCSE's or equivalent, including English and Maths	E	✓	
2.	Willingness to obtain and / or enhance qualifications and training for development in the post	E	✓	
EXPERIENCE				
3.	Experience and knowledge of issues affecting students and young people and how to offer supportive assistance	E	✓	✓
4.	Experience of using Microsoft Office packages	E	✓	✓
5.	Experience of working in the school's sector	D	✓	
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Excellent communication and listening skills	E	✓	✓
7.	Excellent organisational skills and time management, to ensure that all the stages of the Consequences system are completed and followed systematically	E	✓	✓
8.	The ability to operate with absolute discretion and confidentiality at all times	E	✓	✓
9.	Ability to build effective working relationships with students and colleagues at all levels	E	✓	✓
PERSONAL QUALITIES				
10.	A strong commitment to the Trust values and ethos	E	✓	✓
11.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓	✓
12.	A flexible approach and a strong work ethic	E	✓	✓

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.