**PERSON SPECIFICATION**

**E= Essential, D = Desirable**

|  | **E** | **D** |
| --- | --- | --- |
| **Skills/Abilities** | | |
| Ability to lead and challenge when necessary | **✔** |  |
| Able to organise own workload and activities to deadline and quality standards | **✔** |  |
| Able to demonstrate understanding of complex problems and apply in depth knowledge to address them | **✔** |  |
| Able to develop original techniques, methods and solutions | **✔** |  |
| A team player able to work effectively in a team, understanding the strengths and weakness of others to help team development | **✔** |  |
| Able to contribute to wider school management, administration and initiatives | **✔** |  |
| Ability to create effective relationships with a variety of different people | **✔** |  |
| Good communication skills, able to clarify and explain instructions clearly | **✔** |  |
| Professionally discrete and able to respect confidentiality in particular areas | **✔** |  |
| Effective use of ICT, including mailmerge, use of complex formulae and pivot tables in spreadsheets | **✔** |  |
| Ability to work with and analyse information / data |  | **✔** |
| Ability to lead CPD / identify training and development opportunities for your staff |  | **✔** |
| **Knowledge and Understanding** | | |
| Previous experience of a range of administrative procedures and processes | **✔** |  |
| Previous experience of an administrative role within a school |  | **✔** |
| Previous experience of managing staff / leadership | **✔** |  |
| Willingness to learn school based software packages | **✔** |  |
| Previous experience of using school based systems such as Sims, Class Charts |  | **✔** |
| **Qualifications** | | |
| Education equivalent to 5A\*-C GCSEs inc. English & Mathematics | **✔** |  |
| Education equivalent to Level 3 / A-level standard |  | **✔** |
| Evidence of recent CPD / taking opportunities to develop your skills |  | **✔** |
| **Attributes** | | |
| The ability to ensure that tasks are completed and that communication is effective across the team you manage. | **✔** |  |
| Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people | **✔** |  |
| A proactive approach to dealing with issues |  | **✔** |
| The ability to remain calm under pressure | **✔** |  |
| Discretion and diplomacy | **✔** |  |