



Person Specification

JOB TITLE:	Project Officer - Policies
DATE:	September 2023
STATUS:	Final

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Vetting checks
Knowledge and qualifications					
1. Broad understanding of how the statutory age education system operates	E	✓		✓	
2. Knowledge of educational legislation, guidance and legal requirements as they affect schools	E	✓	✓	✓	
3. Awareness of policy arrangements in multi-academy trusts	D	✓	✓	✓	
Experience					
4. Drafting policies, procedures and guidance	E	✓	✓	✓	✓
5. Providing advice about regulations, procedure and policy	E	✓		✓	✓
6. Investigating queries and researching best practice in a responsive manner	E	✓		✓	✓
7. Developing administrative systems and processes	E	✓	✓	✓	✓

8. Keeping accurate and confidential records	E	✓	✓	✓	✓
9. Design and delivery of briefings and training	D	✓		✓	✓
Skills and competencies					
10. Clear and fluent communicator	E			✓	
11. Ability to build effective working relationships at all levels within an organisation and with external partners	E			✓	
12. Ability to draft written communications and present in person to a range of audiences	E		✓	✓	
13. Excellent literacy skills with accurate spelling, punctuation and grammar	E	✓		✓	
14. Excellent planning and organisational skills	E			✓	
15. High level of IT literacy to set up systems and processes	E	✓		✓	
16. Ability to plan, prioritise and manage own workload independently to meet deadlines	E			✓	
17. Attention to detail and ensuring the accuracy of data input	E	✓		✓	
18. Has a positive attitude to learning and continuous improvement	E	✓		✓	
19. Ability to understand complex guidance and changes to legislation to identify organisational requirements	E	✓	✓	✓	
20. Research and analytical skills to develop detailed understanding from a range of sources (e.g. guidance or legislation specific to the sector) in order to draft documents that reflect the needs or context of the trust	E	✓	✓	✓	
Other					
21. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
22. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓

23. Embraces and displays the NEAT values: aspirational, collaborative, inclusive, innovative, has integrity, responsible	E	✓	✓	✓	✓
24. Able to travel between head office and school sites across north east England	E	✓			