

PERSON SPECIFICATION

THE HUB GENERAL ASSISTANT

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, indicating experience and where appropriate citing supporting examples within their application.

Qualifications & Training	Essential	Desirable	How Identified
5 GCSEs including English and Maths at grades 4-9 (A*-C) or equivalent	X		Application
First Aid at Work (initial) qualification or willingness to obtain the qualification	X		
Evidence of further study post 16	X		
Full UK driving licence		X	
Personal Attributes	Essential	Desirable	How Identified
Are highly ambitious for self and organisational growth	X		Application Interview Task
Are brave in leadership decision making, being innovative and forging new paths	X		
Are curious to identify solutions based on rigorous evidence and research	X		
Are determined to overcome obstacles and resilient in the face of challenge	X		
Are open minded to bringing about extraordinary change which may challenge the norm	X		
Are fast and nimble to address emerging needs and underperformance	X		
Are good , moral, truthful and treat others with respect	X		
Polite and respectful	X		
A supportive and co-operative team member	X		
Willingness to work flexibly and around business needs	X		

Knowledge & Experience	Essential	Desirable	How Identified
Experience of administrative work	x		Application Interview Task
Experience of building supportive working relationships with colleagues, supporting team work and collaborative work	x		
Skills	Essential	Desirable	How Identified
Good IT Skills, including the use of Microsoft Office applications (Word, Excel and Outlook Email)	x		Application Interview Task
High level of organisational skills	x		
Ability to prioritise workload effectively to meet deadlines	x		
Excellent communication and inter-personal skills, including tact and diplomacy	x		
Ability to resolve complaints and deal sensitively with difficult situations	x		
Ability to make decisions and work on own initiative	x		
Ability to follow instruction	x		
Health & Safety Awareness		x	
Equal Opportunities	Essential	Desirable	
Demonstrate an acceptance of, and a commitment to, the principles of the Trust's Equal Rights policies and practices as they relate to employment issues and to the delivery of services to the community	x		Application Interview Task
Committed to equal opportunities policies relating to gender, race and disability in an educational context	x		
Safeguarding	Essential	Desirable	How Identified
Committed to the protection and safeguarding of children and young people	x		Application Interview Task
Demonstrates up to date knowledge of relevant legislation and guidance in relation to working with young people	x		