

Person Specification

Qualifications		
GCSE English and Maths or equivalent at grade 4 (grade C) or above	Essential	Application
Office / Business Administration qualification or similar	Desirable	Application
Evidence of continued professional development (CPD) and willingness to participate in training and CPD relevant to the role	Essential	Application
Experience		
Experience working with children or young people	Desirable	Application/Interview
Experience in administrative roles	Essential	Application/Interview
Experience managing face to face and telephone interactions	Essential	Application/Interview
Experience liaising with multiple stakeholders	Essential	Application/Interview
Experience working within a school environment	Desirable	Application/Interview
Experience working and collaborating within a team	Essential	Application/Interview
Experience managing office systems	Desirable	Application/Interview
Experience using school management systems (E.g. Arbor)	Desirable	Application/Interview
Skills and Knowledge		
Strong verbal and written communication skills	Essential	Application/Interview
Ability to plan, organise and prioritise to meet deadlines	Essential	Application/Interview
Ability to work without supervision	Essential	Application/Interview
High attention to detail and accuracy	Essential	Application/Interview
Proficient in Microsoft Office (Word, Excel, Outlook, PowerPoint, Teams)	Essential	Application/Interview
Understanding of safeguarding protocols, data protection and confidentiality	Essential	Application/Interview
Other		
A commitment to the safeguarding of young people	Essential	Application/Interview
The ability to promote and maintain the highest of standards in all aspects of work in the Academy	Essential	Application/Interview
Flexible and adaptable to changing demands	Essential	Application/Interview
Commitment to promoting equality, diversity, inclusion and a sense of belonging	Essential	Application/Interview
Supportive of the ethos and values of the Academy	Essential	Application/Interview