

## PERSON SPECIFICATION

<b>Job Title:</b>	PA/HR Admin	<b>Reporting to:</b>	Operations Manager
<b>Salary:</b>	Grade 4a £32,094-£35,623	<b>Location:</b>	City Academy

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
<ul style="list-style-type: none"> <li>GCSE English and Maths (grades A*-C) or equivalent</li> </ul>	X	
<b>Experience, Knowledge, Skills/Competencies</b>		
<ul style="list-style-type: none"> <li>Demonstrable experience of working within an office environment in a range of roles.</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience working with senior management.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Experience working in an educational setting.</li> </ul>		X
<ul style="list-style-type: none"> <li>Experience in a wide range of administrative functions.</li> </ul>	X	
<ul style="list-style-type: none"> <li>Competent in using ICT packages such as Microsoft Word/Excel and database systems, including mail merge.</li> </ul>	X	
<ul style="list-style-type: none"> <li>An ability to fulfil all spoken aspects of the role with confidence through the medium of English' or 'The ability to converse at ease with parents/pupils and members of the public and provide advice in accurate spoken English.</li> </ul>	X	

Essential	Desirable
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## Personal Attributes

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| • Resilience, the ability to work under pressure and be able to meet deadlines.                            | X |
| • Ability to think creatively and to prioritise.   | X |
| • Excellent communication skills (including written, oral and presentation skills).                        | X |
| • Excellent interpersonal skills.  | X |
| • A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme. | X |

## How to apply

For further information about this exciting opportunity, or to arrange an informal discussion, please contact the Recruitment Team at [recruitment@COREeducation.co.uk](mailto:recruitment@COREeducation.co.uk).

Applications can be made through the CORE Education Trust website under Work With Us, or alternatively via My New Term.

For more information, please visit [www.CORE-education.co.uk/work-with-us](http://www.CORE-education.co.uk/work-with-us).

**CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants. Safeguarding - CORE Education Trust**

**CORE Education Trust is committed to promoting equality, challenging discrimination, and developing community cohesion. We welcome applications from all sections of the community. We are an Equal Opportunities and Living Wage employer.**

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