

PERSON SPECIFICATION

Job Title	Administrative and Careers Assistant (Maternity Cover)
Department / Group	Associate Staff (Academic Services)
Reporting	Deputy Headteacher – Teaching and Learning

The successful applicant will demonstrate the following experience, skills and characteristics:	
	Essential Desirable
Education and Qualifications	
<ul style="list-style-type: none"> • To have a commitment to continuous professional development 	E
<ul style="list-style-type: none"> • You will have or be willing to undergo appropriate First Aid training 	E
<ul style="list-style-type: none"> • A good basic education to GCSE (or equivalent) in literacy and numeracy. Or other evidence of being suitably numerate and literate in English 	E
<ul style="list-style-type: none"> • You have excellent literacy and communication skills, including proficiency in accurate written and spoken English – the ability to make points clearly and confidently, providing information and advice in accurate spoken English, and able to understand the views of others 	E
Experience	
<ul style="list-style-type: none"> • Ability to use IT packages including word processing, spreadsheets and presentation software 	E
<ul style="list-style-type: none"> • To have experience of working and multi-tasking within a complex and demanding role in a fast paced environment 	E
<ul style="list-style-type: none"> • To have experience of Schools systems SIMS / Bromcom 	D
<ul style="list-style-type: none"> • Experience of working in Secondary School environment 	D
Professional Skills and Knowledge	
<ul style="list-style-type: none"> • Understanding of data protection and confidentiality 	E
<ul style="list-style-type: none"> • Ability to respond quickly and effectively to issues that arise 	E
<ul style="list-style-type: none"> • Ability to use own initiative and take action accordingly 	E
<ul style="list-style-type: none"> • Excellent attention to detail 	E
<ul style="list-style-type: none"> • To have the ability to prioritise effectively, work under pressure and meet deadlines with a sense of balance and perspective 	E
Personal Qualities	
<ul style="list-style-type: none"> • Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school 	D
<ul style="list-style-type: none"> • Commitment to a team approach; exchanging ideas and providing support to colleagues where needed 	E
<ul style="list-style-type: none"> • Patient, flexible and adaptable, meticulous and conscientious 	E
<ul style="list-style-type: none"> • To be punctual, reliable and well organised with good time management skills 	E

• To be willing to participate fully in extracurricular activities	D
• Able to maintain complete confidentiality and discretion at all times, combined with a calm personality and sound judgment	E
• You have an awareness of and a commitment to equal opportunities	E
• You have a commitment to safeguarding and promoting the welfare of children, young people and adults	E
• You have an awareness and adherence to relevant health and safety regulations and policies	E

Applicants who fail to adequately address relevant criteria in their application form and supporting statement will not be considered.

ADDITIONAL INFORMATION

Safeguarding and Equalities

The school is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. The post requires the appropriate level of criminal record disclosure (Disclosure and Barring Service check) to be undertaken successfully as a condition of employment.

Tithe Academy is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Recruitment

The recruitment panel will assess an applicant against the person specification through:

- Application
- Interview
- Assessment Activities
- References and other employment checks