

| EDUCATION/QUALIFICATIONS                                                                               | Requirement: | Assessed at: |
|--------------------------------------------------------------------------------------------------------|--------------|--------------|
| High standard of general education (GCSE in English & Maths or equivalent)                             | <b>E</b>     | <b>A</b>     |
| An appropriate advanced level qualification (ideally NVQ Level 3) or a willingness to work towards one | <b>D</b>     | <b>A</b>     |
| Ability to use Microsoft packages                                                                      | <b>E</b>     | <b>A</b>     |
| First Aid Qualified (or willingness to gain one)                                                       | <b>D</b>     | <b>A</b>     |

| EXPERIENCE                               | Requirement: | Assessed at: |
|------------------------------------------|--------------|--------------|
| Successful leadership experience         | <b>E</b>     | <b>A</b>     |
| Using a management information system    | <b>D</b>     | <b>A</b>     |
| Previous secretarial experience          | <b>D</b>     | <b>A</b>     |
| Working using collaborative partnerships | <b>D</b>     | <b>A</b>     |
| Attendance processes                     | <b>D</b>     | <b>A</b>     |

| BEHAVIOURS                                                                      | Requirement: | Assessed at: |
|---------------------------------------------------------------------------------|--------------|--------------|
| Natural communicator; relationship building skills with a range of stakeholders | <b>E</b>     | <b>A I</b>   |
| Good interpersonal skills                                                       | <b>E</b>     | <b>A I</b>   |
| Proactive and innovative                                                        | <b>E</b>     | <b>A I</b>   |

| KNOWLEDGE & UNDERSTANDING                             | Requirement: | Assessed at: |
|-------------------------------------------------------|--------------|--------------|
| Effective teaching and learning strategies            | <b>D</b>     | <b>A I</b>   |
| Curriculum design and innovation                      | <b>E</b>     | <b>A</b>     |
| Strategies to improve quality of marking and feedback | <b>E</b>     | <b>A</b>     |

| LEADERSHIP & SKILLS                                     | Requirement: | Assessed at: |
|---------------------------------------------------------|--------------|--------------|
| Ability to plan strategically and effectively           | <b>E</b>     | <b>A</b>     |
| Ability to delegate                                     | <b>E</b>     | <b>A</b>     |
| Excellent ICT skills                                    | <b>E</b>     | <b>A</b>     |
| Excellent communication skills, both verbal and written | <b>E</b>     | <b>A I</b>   |

| ATTRIBUTES                                                               | Requirement: | Assessed at: |
|--------------------------------------------------------------------------|--------------|--------------|
| Committed to the aims and values of Wootton Park Academy Trust           | <b>E</b>     | <b>A I</b>   |
| Committed to Equality and Diversity                                      | <b>E</b>     | <b>I</b>     |
| Committed to own continuing professional development                     | <b>E</b>     | <b>A I</b>   |
| Clear view of what high standards and performance looks like             | <b>E</b>     | <b>A I</b>   |
| Proactive / strong problem solver with the ability to make things happen | <b>E</b>     | <b>A I</b>   |