

## Administrator

### PERSON SPECIFICATION

CRITERIA	QUALITIES
<b>Qualifications and training</b>	GCSE or equivalent level, including at least a grade 4 (grade C) in English and maths
<b>Experience</b>	<p>Carrying out administrative and secretarial tasks</p> <p>Dealing professionally with face-to-face, email and telephone interactions</p> <p>Working and collaborating within a team</p>
<b>Skills and knowledge</b>	<p>Excellent oral and written communications skills</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to produce meeting minutes and documents of a high quality</p> <p>Ability to use own initiative and take action accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p>
<b>Personal qualities</b>	<p>Commitment to promoting the ethos and values of the school and the Great Learners Trust</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the Trust</p> <p>Commitment to a team approach; exchanging ideas and providing support to colleagues where needed</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality Embraces change well</p> <p>Deals with difficult situations effectively</p> <p>Patient, flexible and adaptable, meticulous and conscientious</p>