

Person Specification – Bid Writer (1 Day per Week)

Essential Criteria

- Experience in bid writing or producing high-quality written submissions.
- Strong research and analytical skills.
- Excellent written English with the ability to write clearly and persuasively.
- Highly organised and able to manage deadlines independently.
- Ability to collaborate with staff at all levels.
- High attention to detail and accuracy.
- Commitment to safeguarding and the welfare of pupils.

Desirable Criteria

- Experience within education, charities, or public sector organisations.
- Knowledge of school funding systems and education grants.
- Experience producing evaluation or impact reports.
- Understanding of capital and revenue funding processes.