

**Person Specification – Administration and Communications Lead**

<b>Job Title: People Administrator (Schools)</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications and Training</b>		
Educated to GCSE or equivalent in English and Maths	✓	
Educated to degree level or equivalent		✓
Evidence of commitment to continuous professional development	✓	
<b>Professional Experience</b>		
Experience of working in a school environment		✓
Experience of using Management Information Systems extensively	✓	
Experience of working with senior managers/headteachers and other key stakeholders across an organisation.	✓	
Proven experience of supporting the delivery of processes and systems in a regulated service area	✓	
Experience of leading a team/supervising the work of others		✓
<b>Knowledge and Skills</b>		
Strong administrative and organisational skills.	✓	
Knowledge of the education sector		✓
Strong IT skills. including the ability to confidently use Microsoft Word and Excel and SharePoint	✓	
Ability to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required		✓
Excellent written and communication skills including the ability to tailor communication to a range of audiences using a variety of mediums	✓	
Strong prioritisation and organisational skills with the ability to work to tight and changing deadlines	✓	
Ability to work to a high level of autonomy using own Initiative.	✓	
Excellent interpersonal and negotiation skills including the ability to form rapport and build good working relationships with others.	✓	
Able to plan and manage a busy and varied workload	✓	
Understanding of a commitment to safeguarding, equality and diversity and health and safety and their applications in this role.	✓	
<b>Personal Attributes</b>		
Positive and solution-focused with a flexible approach to work	✓	
Self-motivated and proactive	✓	
Reflective and keen to develop self and others	✓	
High levels of integrity, able to ensure confidentiality	✓	
Able to influence and inspire confidence and trust	✓	
Good communicator both orally and in writing	✓	
Ability to coach, train and develop others	✓	

### **Safeguarding**

GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.