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|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | * GCSE Grade 4 /C in maths and English (or equivalent) (A)
* NVQ 3 or equivalent (A)
 | * Emergency First Aid (A, I, R)
 |
| **Experience** | * Demonstrate experience of a range of general administrative functions within an office environment (A, I, R)
* Previous reception/customer service experience (A, I, R)
 | * Experience of using SIMS (A, I, R)
 |
| **Knowledge/Skills** | * Demonstrate good IT skills, including use of MS Office in an administrative role (A, I, R)
* Able to demonstrate initiative and an ability to organise own workload to produce work of a high standard within deadlines (A, I, R)
* Able to contribute to continuous improvements of existing administrative systems (A, I, R)
* Able to demonstrate efficient management of own time (A, I, R)
* Demonstrate the ability to accurately data input (A, I, R)
* Demonstrate good organisation skills (A, I, R)
* Have the ability to work as part of a team (A, I, R)
* Ability to communicate effectively with a wide range of people including children (A, I, R)
* Ability to effectively work with sensitive and confidential information/data (A, I, R)
* Ability to produce minutes of both formal and informal meetings (A, I, R)
* Knowledge of Data Protection (A, I, R)
 |  |
| **Additional** | ✓ Enhanced DBS clearance |  |

**A – Application Form I – Interview R – References**

Ad Astra Academy Trust is committed to safeguarding and promoting the welfare of children and, young people. This post is subject to safer recruitment measures, including an Enhanced Disclosure and Barring Service (DBS) check.

Please note all appointments within the Trust are subject to a declaration of medical fitness by the Trust’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

**January 2025**