



Central Team Administrator

Person Specification

A	Qualifications	Essential	Desirable	How assessed
	GCSE A-C/9-4 or above level (or equivalent) in English and Mathematics	Y		A
	GCSE A-C/9-4 or above level (or equivalent) in ICT		Y	A
B	Experience			
	Previous administration experience	Y		A/I/As
	Experience of working in an educational setting		Y	A/I/As
	Experience of working in a busy office with tight deadlines	Y		A/I/As
C	Professional Knowledge and Skills			
	Excellent verbal and written skills	Y		A/I/As
	Professional and courteous telephone manner	Y		
	Good computer and digital skills, such as Outlook, Excel, Word, social media	Y		A/I/As
	Ability to prioritise workload and to use initiative to deal with conflicting demands and meet deadlines	Y		As
	Ability to work professionally and effectively with other team members, partners, and all stakeholders	Y		I
	Ability to use own initiative and work independently	Y		I/As
	Must have an understanding of and respect for confidentiality	Y		I
	Willingness to undertake training as required	Y		
	Ability to deal effectively with a wide range of people, both face to face and over the telephone	Y		
	A commitment to high standards and continuous improvement	Y		
D	Personal Attributes			
	Willingness to support Catholic life and ethos of the Trust and its academies	Y		I
	Attention to detail and can-do approach	Y		
	Ability to travel to different locations across the geographical area of the Trust, this may include having a Full UK Driving Licence		Y	

Key:

Application Form – A

Interview – I

Assessment – As