

Person Specification

Administrator Primary (Level 3) with marketing for SCEAT , Grade 6 (SCP 8-11)

	Essential	Desirable
Qualifications	➤ Good standard level of education ➤ 5 GCSE's or equivalent, including English and Maths ➤ NVQ Level 3 in administration or equivalent, or willingness to undertake this qualification	➤ First Aid qualification ➤ Degree in relevant area (marketing, communication, business administration)
Work or relevant experience	➤ 2 – 3 years' experience of clerical/administrative work ➤ Computer/keyboard skills ➤ Ability to take notes	➤ Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	➤ Very good numeracy and literacy skills	
Skills and Abilities (relevant to post)	➤ Willingness to participate in training and development opportunities ➤ Very good ICT skills ➤ Ability to train, supervise and develop other staff ➤ Sufficiently fluent in spoken English to ensure effective performance in the role	➤ Experience of maintaining a professional website ➤ Experience in the use of social media in a professional context ➤ Ability to produce online content to promote the work of the Trust
Personal Qualities	➤ Good communication skills ➤ Ability to relate well to children and adults ➤ Ability to work well as part of a team ➤ Flexibility and reliability ➤ Ability to maintain confidentiality	

Special Conditions	➤ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check.	
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