



Person Specification

JOB TITLE:	Communication and Administration Manager
DATE:	July 2026

CRITERIA	Essential/ Desirable	Application	Tasks	Interview	Writing Checks KS
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Knowledge and qualifications					
1. Broad, generalist understanding of Multi Academy Trusts or educational settings	E	✓	✓	✓	
2. A good standard of education including English and Maths	E	✓	✓		
3. Ongoing commitment to professional development	E	✓			✓
4. Knowledge and understanding of the UK Early Years sector, the EYFS framework, or local authority Early Years structures.	D	✓			
Experience					
5. Experience in a professional administrative, marketing, or project coordination role—ideally within the wider education, local authority, non-profit, or training sector.	E	✓			
6. Demonstrable administrative experience which includes efficiently maintaining accurate and confidential records	E	✓	✓	✓	
7. Contributed to briefings or training for colleagues	D	✓		✓	
8. Experience of delivering high quality customer service	E	✓		✓	
9. Experience using digital communication platforms (e.g., Mailchimp, Canva, website CMS, and video conferencing tools like Zoom/Teams).	E	✓	✓	✓	
Skills and competencies					
10. Good organisational skills	E		✓	✓	
11. Ability to maintain confidentiality	E	✓			
12. Ability to prioritise workload effectively and meet deadlines	E	✓			

13. Excellent communication and inter-personal skills	E	✓		✓	
14. Ability to build effective working relationships at all levels within an organisation and with external partners	E	✓		✓	
15. Excellent problem-solving skills	E	✓			
16. Well-developed IT skills including the ability to develop systems	E	✓			
17. Commercial awareness and ability to achieve value for money	D	✓			
18. Ability to work effectively under pressure, managing conflicting priorities and meeting challenging deadlines	E	✓			
19. Ability to use initiative and work autonomously	E	✓		✓	
20. Attention to detail to ensure accuracy	E	✓	✓	✓	
21. Proficient with MS Excel/Google Sheets, forms, and cloud storage systems.	E	✓	✓	✓	
22. Ability to analyse and track data.	E	✓	✓	✓	
23. Experience of maintaining accurate finance records	D	✓			
24. Excellent written communication skills, with the ability to write effectively for professional adults (practitioners and stakeholders)	E	✓	✓	✓	
Other					
25. Embraces and display the NEAT core value: Aspirational; Collaborative; Inclusive; Innovative; Responsible	E		✓	✓	✓
26. Supportive, flexible and co-operative team member with a positive attitude and commitment to the team. Encourage ideas, initiative and innovation in others	E	✓			
27. No disclosure about criminal convictions, barring or misconduct that is considered to make the candidate unsuitable for this particular role	E	✓		✓	✓
28. No concerns about medical fitness or attendance that is considered to make the candidate unsuitable for this particular role	E				✓
29. Willing to travel to events and regional meetings	E	✓			