

| Personal attributes required based on Job Description <p><i>Essential requirements are those without which an applicant will not be considered for appointment.</i></p> | Essential (E) Or Desirable (D) Criteria |
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| Qualifications: <ol style="list-style-type: none"> 1. A Level/ Level 3 qualification or equivalent experience 2. Qualification in Business Administration. | E D |
| Experience: <ol style="list-style-type: none"> 1. Demonstrable experience of working in a busy administrative environment or role. 2. Demonstrable experience of working in a customer facing role and delivering excellent standards of service. 3. Demonstrable experience of dealing with matters confidentially and sensitively. 4. Demonstrable experience of working within a role in the Education/Multi Academy Trust sector. | E E E D |
| Knowledge: <ol style="list-style-type: none"> 1. Knowledge of best practice administrative procedures and systems. 2. Up to date knowledge of the confidential management of personal data/information (GDPR) 3. Up to date knowledge of Safeguarding for children. | E E D |
| Skills and Abilities: <ol style="list-style-type: none"> 1. Excellent written and verbal communication and interpersonal skills 2. Strong ability to present information to others in a clear and concise way. 3. Excellent ability to work accurately and with strong attention to detail. 4. Excellent ability to take and type comprehensive and accurate notes/minutes. | E E E E |

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| <p>5. The ability to use judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred onwards to be addressed by senior colleagues.</p> <p>6. Excellent ability to organise and prioritise a busy workload</p> <p>7. The ability to work flexibly and respond to change on a daily basis with resilience.</p> <p>8. The ability to work effectively and contribute in a team.</p> <p>9. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or challenging situations.</p> <p>10. The ability to work with confidence and consistency to maintain trust and assurance in the reputation of the FCAT Central Services and Senior Leadership Team.</p> <p>11. The ability to achieve strong and positive working relationships, to achieve a successful outcome.</p> <p>12. Good analytical skills.</p> <p>13. The ability to use Microsoft Office and Google at a good level.</p> <p>14. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace.</p> | E E E E E E E E E E E E E E |
| <p>Other Attributes</p> <p>1. Possess a driving licence and car to be able to travel between the different academies within the Multi Academy Trust.</p> <p>2. Evidence of continued professional development</p> | E D |