

Person Specification

This table lists the essential and desirable requirements needed in order to perform the job effectively.

Candidates will be shortlisted based on the extent to which they meet these requirements.

Essential: Requirements without which the job could not be done.

Desirable: Requirements that would enable the candidate to perform the job well.

Evidence: **A** = Application Form, **I** = Interview, **R** = Reference.

	Essential	Desirable	Evidence
Qualifications and Professional Development			
School office clerical/ administrative experience	X		A, I
GCSE or equivalent in English and Maths	X		A
Participate in training and CPD as required	X		I, R
General clerical/admin work	X		A, R
Qualification in clerical/ business and HR administration	X		A
Experience			
Working at a managerial level in a school or commercial organisation	X		A, I, R
Previous experience of leading successful teams	X		A, I, R
Working as part of a team to achieve objectives	X		A, I, R
Working in a busy organisation and dealing with confidential matters		X	A, I, R
Professional Knowledge and Understanding			
An understanding of the school office environment	X		A, I, R
Be aware of, support difference and ensure equal opportunities for all	X		A, I, R
Ability to work with children from a wide range of social and cultural backgrounds.	X		A, I, R
Ability to deal in a calm and confident manner with behavioural issues	X		A, I, R

Health & Safety		X	A, I
HR policies & procedures		X	A, I
Personal Skills and Attributes			
Working with high confidentiality and discretion	X		A, I, R
Ability to work under pressure, meet deadlines & be flexible	X		A, I, R
Ability to work to a high level of accuracy	X		A, I
Appreciate and support the role of other professionals.	X		A, I, R
Ability to handle emergency situations, keep calm under pressure and act decisively	X		A, I, R
Excellent leadership and communication skills	X		A, I, R
Creativity and innovation	X		A, I, R
Other			
Commitment to the Trust's Equal Opportunity and Safeguarding Policies and Acceptance of their responsibility for its practical application	X		A, I, R
A commitment to on-going personal development and willingness to undertake appropriate training	X		A, I, R
Evidence of commitment to safeguarding and protecting the welfare of children	X		A, I, R
To understand and comply with the requirements of the Health and Safety at Work Act 1974	X		A, I, R
Disqualifying Factors			
Indication of sexist, racist or anti-disability attitudes or any other attitudes inconsistent with the Trust's Equal Opportunities and Safeguarding Policies	X		A, I, R