



PERSON SPECIFICATION Maths Hub Administrative Assistant

A Person Specification defines the required qualifications, knowledge, skills and qualities of the staff sought by Minster Trust for Education (MITRE) Trustees in the recruitment and selection process – these are referred to as essential in the table below.

All members of staff employed by the Minster Trust for Education support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles;
2. To engender a lifelong love of learning;
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth;
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness;
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual;
6. To develop and maintain excellence in teaching and learning.

*Note: when completing your application form please have regard to how each of the **essential** elements of the person specification will be assessed (refer to evidence key at the end of this document). In particular, please ensure that you provide **written** evidence of how you meet the specification for those noted as **W**.*

Attributes & Requirements

	Essential	Desirable
Education & Training	<ul style="list-style-type: none">• Evidence of a sound level of general education, including GCSE English and Maths (A* - C, Grade 9 - 4) or equivalent (Level 2 Basic Skills Literacy/Numeracy) (W, D)	<ul style="list-style-type: none">•
Experience	<ul style="list-style-type: none">• Proven ability to use a variety of IT applications/packages = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I)• Experience of administrative or similar work.• Experience of communicating effectively with a diverse audience. (W)	<ul style="list-style-type: none">• Experience using social media professionally (X – formerly known as Twitter, LinkedIn, Instagram) (W, I)• Experience of using design software such as Canva (W).• Recruitment and marketing communications via email and websites. (W).



		<ul style="list-style-type: none">• Event organisation (online and/or face to face). (W).• Knowledge and understanding of the Maths Hub. (W).• Experience using Maths Hub specific software/applications including MHPod, Knowledge Base, Axis and Basecamp. (W).
Skills and Abilities	<ul style="list-style-type: none">• Effectively use a variety of IT applications = Microsoft Excel, SharePoint, Word, TEAMS, Zoom, MS Forms (W, I)• To be able to work to strict deadlines and work calmly under pressure. (W, I)• Ability to prioritise tasks effectively. (W, I).• Methodical approach to identified tasks with key emphasis on accuracy and attention to detail. (W, I).• Positive proactive “can do” attitude. (W, I).• Excellent communication skills both written and verbal (W, I).• The ability and maintain effective working relationships. (W).• Proven ability to work on own initiative. (W).• Ability to learn quickly and have willingness to undertake training and develop new skills as relevant to the role. (W).• Ability to work as an effective member of a team. (W, I).• Excellent organisational skills. (W, I).• Ability to adapt to new situations. (W, I).	<ul style="list-style-type: none">• Touch Typing (W)• Ability to minute meetings (W)



Other Conditions	<ul style="list-style-type: none">• Able to fulfil all aspects of the job description. (I).• Set a good example of professional standards and abide by our code of conduct. (I).• Must satisfy relevant pre-employment checks. (D).• This post will involve contact with vulnerable groups (children, young people and/or adults) and is therefore exempt from the Rehabilitation of Offenders Act 1974 and subject to an Enhanced DBS check. (D).	
Equal Opportunities & Safeguarding	<ul style="list-style-type: none">• Commitment to equal opportunities (I)• Commitment to safeguarding students with full adherence to; Child Protection, Safeguarding and staff code and conduct policies (I)• Must be able to recognise discrimination and its many forms, and be willing to put equality policies into practice (I)	

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)

Note: Where the requirements are 'Essential' and marked as evidenced by your written application (W) – if your written application does not state how, you meet the essential criteria, you will not be shortlisted.

December 2023