



PERSON SPECIFICATION – Maths Hub Administrator

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	<p>GCSE's or equivalent to include Maths & English at a C grade or above</p> <p>NVQ in business administration or equivalent experience</p> <p>Excellent writing skills including ability to write reports</p>	<p>Admin or IT related qualifications at level 3</p> <p>Typing and word processing certificates</p>	Application
Skills and Experience	<p>Good standard of practical knowledge, skills and experience of working in an office environment</p> <p>A practical working knowledge IT applications, inclusive of word, excel and powerpoint</p> <p>Excellent customer service and communication skills</p>	<p>Experience of working with children, young people, parents and families in a school or similar environment</p> <p>Working with professionals from other agencies</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Specialist Knowledge and Skills	<p>Good typing and word processing skill</p> <p>Good oral & written skills</p> <p>Strong organisational skills</p> <p>High level of accuracy and attention to detail</p> <p>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p>	<p>Minute taking skills</p> <p>Show a commitment to school improvement</p>	<p>Application</p> <p>Interview</p> <p>Assessment</p>
Behaviours and Values	<p>Drive & determination</p> <p>A 'can do' & flexible approach with ability to adapt to changing priorities</p> <p>Proactive, self-motivated and enthusiastic</p> <p>Trust and integrity</p> <p>Enthusiastic, hardworking and committed</p>		<p>Application</p> <p>Interview</p> <p>Assessment</p>

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information
Receipt of two satisfactory employer references one of which must be from your current or most recent employer
Satisfactory verification of relevant qualifications
Satisfactory health check

All new employees will be required to undertake mandatory training required by the Trust.

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