**GLF Schools - Person Specification**

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| **Job Title: Cluster Nursery Admissions & Digital Marketing Assistant** |
|  | **Essential** | **Desirable** |
| **Education and Training** |
| Good General Education including English and Maths at GCSE or equivalent | √ |  |
| **Experience & Skills** |  |  |
| Experience of working in a school/nursery setting |  | √ |
| Appropriate experience in administration and working in an office | √ |  |
| Excellent communication skills, written and verbal  | √ |  |
| Advance IT skills with practical experience in Word, Excel and email | √ |  |
| Able to plan and prioritise regular and irregular tasks | √ |  |
| Able to follow instructions | √ |  |
| Proven passion for digital and social media |  | √ |
| Knowledge of social media in a marketing capacity | √ | √ |
| Understanding of the use of multi-media as a marketing too |  | √ |
| **Personal Attributes** |
| An effective communicator | √ |  |
| Ability to remain professional and maintain confidentiality at all times | √ |  |
| Excellent time management | √ |  |
| Flexible working and ability to multi-task  | √ |  |
| Ability to work under pressure and to strict deadlines | √ |  |
| Uses own initiative | √ |  |
| Trustworthy and approachable | √ |  |
| Proven track record of working with a team | √ |  |
| Able to interact effectively with staff, parents, children and outside agencies  | √ |  |
| Efficient, organised and meticulous with excellent attention to detail | √ |  |
| Keen to develop the role |  | √ |
| Passionate about positively changing the lives of children/students | √ |  |
| The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line the GLF Safeguarding and Child Protection policy and the GLF Staff code of Conduct | √ |  |
| **Safeguarding** |
| GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under- represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. |