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|  | **Essential Criteria** | **Desirable Criteria** |
| **Qualifications** | * Minimum level four qualification in a business related discipline. (A)
* GCSE (or equivalent) Maths and English at grade 4/C or above. (A)
 | * Evidence of further professional qualifications.
 |
| **Experience** | * Significant experience at working within a school office or admin environment. (A, I, R).
* Experience of supervising staff (A, I, R).
* Demonstrate experience of working across a range of general administrative functions within an office environment (A, I, R).
* Experience in the planning and development of administration services (A, I, R).
* Experience of undertaking project work in relation to the administration function, to include research and Information gathering (A, I, R).
* Experience and knowledge of financial and HR administration. (A, I, R).
* Experience of undertaking compliance and /or quality assurance activities (A, I, R).
* Promotion/Marketing experience (A, I, R).
* Previous reception/customer service experience (A, I, R).
 | * Experience of using SIMS (A, I, R).
* Experience of maintaining a Single Central Register (A, I, R).
 |
| **Knowledge/Skills** | * Demonstrate good IT skills, including use of MS Office in an administrative role (A, I, R).
* Demonstrate organisational skills and is able to prioritise tasks effectively across the school office function (A, I, R).
* Able to demonstrate initiative and an ability to organise own workload and supervise others in the office team, producing work of a high standard within deadlines (A, I, R).
* Able to contribute to continuous improvements of existing administrative systems (A, I, R).
* Ability to develop new administration procedures (A, I, R).
* Problem solving skills (A, I, R).
* Have the ability to work as part of a team (A, I, R).
* Good time management and organisational skills with an ability to work to tight deadlines (A, I, R).
* Ability to communicate effectively with a wide range of people including children (A, I, R).
* Ability to effectively work with sensitive and confidential information/data (A, I, R).
* Knowledge of Data Protection (A, I, R).
* Knowledge and understanding of safeguarding and safer recruitment procedures.
* Ability to prioritise conflicting demands and pressures.
 | * Ability to produce minutes of both formal and informal meetings (A, I, R).
 |
| **Additional** | ✓ Enhanced DBS clearance. |  |

**A – Application Form I – Interview R – References**

Ad Astra Academy Trust is committed to safeguarding and promoting the welfare of children and, young people. This post is subject to safer recruitment measures, including an Enhanced Disclosure and Barring Service (DBS) check.

Please note all appointments within the Trust are subject to a declaration of medical fitness by the Trust’s Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.

**April 2025**