

Personal attributes required based on Job Description <p><i>Essential requirements are those without which an applicant will not be considered for appointment.</i></p>	Essential (E) Or Desirable (D) Criteria
Qualifications: <ol style="list-style-type: none"> 1. GCSE/ Level 2 qualification or relevant equivalent experience. 2. Qualification in Business Administration or relevant equivalent experience. 	E E
Experience: <ol style="list-style-type: none"> 1. Previous experience with an administrative role 2. Demonstrable experience of working in a customer facing role and delivering excellent standards of service 3. Demonstrable experience of dealing with matters confidentially and sensitively. 4. Demonstrable experience of working within a role in the Education/Multi Academy Trust sector. 	E E E E
Knowledge: <ol style="list-style-type: none"> 1. Knowledge of best practice administrative procedures and systems. 2. Knowledge of ICT packages 3. Up to date knowledge of Data Protection and Safeguarding Legislation. 	E E E
Skills and Abilities: <ol style="list-style-type: none"> 1. Excellent written and verbal communication and interpersonal skills. 2. Strong ability to present information to others in a clear and concise way. 3. Excellent ability to work accurately and with attention to detail. 4. The ability to take and type comprehensive and accurate notes/minutes. 	E E E D

5. The ability to use judgement, problem solving skills and initiative to provide information and support and to recognise where issues may need to be referred onwards to be addressed by senior staff.	E
6. Excellent ability to organise and prioritise a busy workload.	
7. The ability to work flexibly and respond to change on a daily basis.	E
8. The ability to work effectively and contribute in a team.	E
9. The ability to demonstrate professional behaviour at all times, remaining calm in potentially sensitive or challenging situations.	E
10. The ability to work with confidence and consistency to maintain trust and assurance in the reputation of the school and Trust.	E
11. The ability to achieve strong and positive working relationships, to achieve a successful outcome.	E
12. Strong analytical skills.	
13. The ability to use computerised systems at a good level including running reports.	D
14. The ability to act as a role model to encourage and promote non-discriminatory behaviour and sustain strong equality and diversity in the workplace.	E