



Person specification

CRITERIA	QUALITIES
Qualifications and training	➤ NVQ3 in Business Administration or equivalent qualification in a relevant discipline (or working towards) ➤ Minimum of 5 GCSEs including Maths and English
Experience	➤ At least 5 years experience working in a business or educational environment ➤ Working in an office environment at senior level ➤ Organising, leading and motivating other staff ➤ Developing, managing and operating clerical/administrative and organisational systems ➤ Managing staff ➤ Working with children or young people
Personal qualities	➤ Commitment to promoting the ethos and values of the school and getting the best outcomes for all students ➤ Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the reputation of the school ➤ Ability to work under pressure and prioritise effectively ➤ Commitment to maintaining confidentiality at all times ➤ Commitment to safeguarding and equality ➤ Embraces change well ➤ Deals with difficult situations effectively ➤ Excellent communication skills ➤ Ability to work well as a team leader ➤ Ability to relate well to students and adults