PERSON SPECIFICATION FRAMEWORK

General heading	Detail	General Examples	Specific examples (where appropriate)
Qualifications & Experience	**Specific qualifications & experience**	Successful experience of administrative work in a busy Academy environment or equivalent. Educated to GCSE Grade 5 in English & Mathematics / NVQ Level 3 or equivalent.	
	Knowledge of relevant policies and procedures	Working knowledge of general Academy policies and procedures.	
	Literacy	Good reading and writing skills	
	Numeracy	Ability to count and undertake complex calculations.	
	Technology	Ability to use photocopier. Experience of using Microsoft applications and other database applications.	
Communication	**Written**	Ability to complete detailed reports, forms and letters.	
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults.	
	Languages	Overcome communication barriers with children and adults.	
	Negotiating	Ability to consult with colleagues in an effective way.	
Working with children	**Behaviour Management**	Good understanding and implement the Academy's behaviour management policy.	
	SEND	Good understanding and support the differences in children and adults and respond appropriately in relation to the role.	

	Curriculum/Academy organisation	Good understanding of the learning experience provided by the Academy in	

		relation to the role.	
	Child Development	Good understanding of the way in which children develop in relation to the role.	
	Health & wellbeing	Good understanding of the importance of physical and emotional wellbeing. Ability to support children who may be unwell.	
Working with others	**Working with partners**	Understand the role of others working in and with the Academy.	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults.	
	Teamwork	Ability to work effectively with other adults in the Academy. Ability to work on own.	
	Information	Ability to provide timely and accurate information.	
Responsibilities	**Organisational skills**	Excellent organisational skills. Ability to work accurately with attention to detail.	
	Time Management	Ability to manage own time effectively and meet all deadlines.	
	Creativity	Ability to use initiative.	
General	**Equalities**	Demonstrate a commitment to equality	
	Health & Safety	Good understanding of Health & Safety.	
	Child Protection	Understand and implement child protection procedures.	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality.	

General	**CPD**	Demonstrate a clear commitment to develop and learn in the role. Ability to effectively evaluate own performance and share knowledge with others.	