

### GLF Schools - Person Specification

<b>Job Title: Trust Administrator</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
Good standard of education; excellent numeracy and literacy (minimum GCSE grade C English and Maths or equivalent)	✓	
<b>Experience and Skills</b>		
Experience of working within an administrative role	✓	
Experience of working within Education		✓
Strong IT skills and demonstrable experience of learning new systems	✓	
Excellent prioritisation and time management skills	✓	
Ability to cope calmly with conflicting demands, deadlines and interruptions	✓	
Experience of working in a customer service environment and ability to demonstrate an appreciation of the importance of maintaining Head Office to be a professional, inviting environment for colleagues and visitors	✓	
Excellent organisational skills and ability to demonstrate initiative	✓	
<b>Personal Attributes</b>		
Ability to be an effective team player	✓	
Interest in own personal development and a willingness to undertake further training	✓	
Ability to proactively support others, use initiative and prioritise work	✓	
Confidence, enthusiasm and a positive outlook	✓	
High expectations and a commitment to raising standards of attainment of self and others	✓	
Good understanding and commitment to inclusivity	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the GLF Schools' Safeguarding and Child Protection policy and the GLF Schools' Staff Code of Conduct	✓	
Good understanding and commitment to GLF Schools' values	✓	
<b>Safeguarding</b>		
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.		