

Person Specification: Trust Administrator

Category	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> GCSE's in English and Mathematics at grade A*-C or equivalent 	<ul style="list-style-type: none"> A-Level in English or equivalent Degree or equivalent
Experience (relevant work and other experience)	<ul style="list-style-type: none"> Experience of a wide range of administrative functions Experience of organising and managing large workloads Experience of working as part of a team 	<ul style="list-style-type: none"> Experience in clerking governance meetings Experience in managing various diaries and calendars
Skills and Abilities	<ul style="list-style-type: none"> Competent use of IT packages such as Microsoft Office (Word and Excel) Ability to communicate effectively both verbally and in writing Excellent interpersonal skills Good organisational skills and excellent attention to detail Ability to work collaboratively Ability to interpret varying situations and solve problems on a day to day basis Ability to work with autonomy within set boundaries Ability to plan, organise and prioritise Ability to cope with conflicting demands, deadlines and interruptions Ability to meet the physical demands of the post Ability to record accurate, meaningful minutes Able to drive between sites 	<ul style="list-style-type: none"> Good working knowledge of governance Experience of using various apps/software such as; OneNote, Trust Governor, Eventbrite
Training	<ul style="list-style-type: none"> Interest in own personal development and willingness to undertake further training 	
Other	<ul style="list-style-type: none"> Commitment to promoting the ethos and values of the school/Trust and getting the best outcomes for all pupils Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, and reputation of the school/Trust Commitment to maintaining confidentiality at all times Commitment to safeguarding and equality Embraces change well. 	

Suitability to work with children	<ul style="list-style-type: none"> • Responsible for promoting and safeguarding the welfare of children and young persons for whom you are responsible or come into contact with • Not barred from working with children 	
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