

Central Administrator Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good general level of education (GCSEs or equivalent, including English & Maths) • Proven administrative training or experience 	<ul style="list-style-type: none"> • Training in safeguarding, SEND, GDPR
Experience	<ul style="list-style-type: none"> • Experience providing administrative support in a busy office environment • Experience maintaining accurate records and producing reports • Experience using complex spreadsheets, including different types of formulae • Experience handling confidential information with discretion 	<ul style="list-style-type: none"> • Experience coordinating meetings, taking minutes, and managing diaries • Experience supporting governance, HR, finance, or compliance processes
Knowledge & Skills	<ul style="list-style-type: none"> • Strong ICT skills (Google Workspace, third party database systems) • Ability to create and maintain spreadsheets, analyse basic data, and present information clearly • Excellent written and verbal communication • Ability to organise workload, meet deadlines, and manage multiple tasks • Understanding of safeguarding and willingness to follow all policies 	<ul style="list-style-type: none"> • An understanding of inclusion, diversity and the ability to implement these effectively within the role • Knowledge of GDPR and data protection requirements • Familiarity with education legislation, DfE guidance, and academy trust operations
Personal	<ul style="list-style-type: none"> • Committed to the ethos of the trust and uphold the ethics and culture of the organisation • The ability to work with a wide range of people in different context 	<ul style="list-style-type: none"> • Commitment to equality, inclusion, and promoting a positive culture. • Adaptability and willingness to learn new systems and processes.

	<ul style="list-style-type: none">• Professional, approachable, and support-focused manner• High level of accuracy and attention to detail• Ability to work independently and as part of a team• Discretion, integrity, and high standards of confidentiality	<ul style="list-style-type: none">• Ability to build positive relationships across schools, central trust teams, and external agencies• Flexibility to travel between trust schools if required
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