

PERSON SPECIFICATION

E= Essential, D = Desirable

	E	D
Skills/Abilities		
Ability to lead and challenge when necessary	✓	
Able to organise own workload and activities to deadline and quality standards	✓	
Able to demonstrate understanding of complex problems and apply in depth knowledge to address them	✓	
Able to develop original techniques, methods and solutions	✓	
A team player able to work effectively in a team, understanding the strengths and weakness of others to help team development	✓	
Able to contribute to wider school management, administration and initiatives	✓	
Ability to create effective relationships with a variety of different people	✓	
Good communication skills, able to clarify and explain instructions clearly	✓	
Professionally discrete and able to respect confidentiality in particular areas	✓	
Effective use of ICT, including use of complex formulae and pivot tables in spreadsheets	✓	
Ability to work with and analyse information / data	✓	
Ability to lead CPD / identify training and development opportunities for your staff		✓
Knowledge and Understanding		
Previous experience of a range of administrative procedures and processes	✓	
Previous experience of an administrative role within a school		✓
Previous experience of using software packages such as Google suite, School MIS systems (e.g. Bromcom or SIMS))	✓	
Previous experience of managing staff / leadership		✓
Qualifications		
Education equivalent to 5 A*-C/9-4 GCSEs inc. English & mathematics	✓	
Education equivalent to Level 3 / A-level standard		✓
Evidence of recent CPD / taking opportunities to develop your skills		✓
Attributes		
Commitment to an ethos of high standards, personal fulfilment, academic success and to improving the life chances of young people	✓	
A proactive approach to dealing with issues		✓
The ability to remain calm under pressure	✓	
Discretion and diplomacy	✓	