

Person specification

Admin support

Attributes	Essential	Desirable	How identified
Qualifications	GCSE A* - C Maths and English or equivalent		Application Certification
Experience	Administrative experience Able to deal appropriately and sensitively with confidential information Ability to manage own workload Ability to meet deadlines and key performance indicators The ability to work without direct supervision and as a member of a team	Working in a Multi Academy Trust or education organisation	Application Interview Reference
Knowledge and skills	High degree of competence and confidence in using MS Office - Word, Outlook and Excel Excellent communication skills and able to liaise effectively with all stakeholders. Excellent organisational and presentation skills Problem solving and analytical skills	Knowledge of Keeping Children Safe in Education Able to provide medical advice and awareness of legislation	Application Interview Reference
Character	Strong moral purpose and drive for continuous improvement Is a self-starter who is proactive in improving the performance their area of responsibility Collaborates with other teams to drive performance improvement across the organisation Good team player Strong attention to detail Able to deliver what they say they will and to meet deadlines		Application Interview Reference