

NOTE TO CANDIDATE:

- The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job.
- The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the essential criteria.
- The **How Identified** column shows how the Trust will obtain the necessary information about you.
- If the **How Identified** column says 'Application Form' next to an essential criteria or a desirable criteria, you **MUST** include in your application enough information to show how you meet this criteria. You should include examples from your paid or voluntary work.

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Qualifications and Training	▪ Grade C or above GCSE Maths and English (or equivalent). ▪ CIPD Level 5. ▪ Willingness to participate in relevant training and development opportunities.	Application Form and Interview		
Knowledge and Experience	• Excellent people skills; able to communicate clearly, to staff, pupils and other relevant groups. • Experience of providing high quality administrative support to others – enabling the ability to support executive colleagues on a PA basis within Hollingworth Academy. • Experience of working in a HR role, • Ability to present information to all stakeholders. • Ability to record accurate and clear minutes, including ensuring meeting actions are recorded, shared and followed up. • Experience of working in a customer service role. • A passion for working in the education sector, with a keen interest in administration and HR. • Experience of creating a variety of high quality documents (e.g. letters, job descriptions, taking notes etc).	Application Form, References and Interview	• Experience of working in an Executive Assistant role. • Experience and understanding of working in a school.	Application Form, References and Interview

	ESSENTIAL CRITERIA	HOW IDENTIFIED	DESIRABLE CRITERIA	HOW IDENTIFIED
Skills and Abilities	• Excellent time management and organisational skills. • Ability to lead on projects and workload. • Ability to multitask and use initiative, ensuring that deadlines are met, and problems are solved by the postholder. • Ability to maintain very high professional standards, including discretion, confidentiality and reliability. • Ability to remain calm, self-assured, and composed in all situations. • Excellent numeracy and literacy skills, ensuring attention to detail in all areas of work. • Excellent communication skills. • Ability to liaise sensitively and effectively with staff. • Ability to recognise when advice and support is required from relevant services (e.g. HR, legal and compliance). • Excellent customer service skills. • Strong ICT skills and working knowledge of a suite of applications. • Ability to manage own workload with limited supervision. • Ability to offer a firm, but friendly approach and be self-confident in dealing with people. • Ability to relate to children and adults. • Ability to build effective working relationships with all stakeholders.	Application form, references and Interview		
Special Working Conditions	• Ability to work flexibly. • Ability to attend meetings and events out of academy hours.	Application Form and Interview		