

## Person Specification

	Essential	Desirable
<b>Qualifications/Knowledge and Experience</b>		
Degree Level [or equivalent] OR appropriate extensive experience equivalent		✓
Knowledge of information management systems and the associated legislation surrounding them		✓
Willingness to undertake further training as necessary or required	✓	
Practical experience of working in a busy office environment	✓	
<b>Professional Skills</b>		
At least 1 year high level office experience		✓
At least 1 year high level office experience within a school or educational setting		✓
Ability to formulate ideas and solutions and to present them clearly	✓	
Excellent IT Skills – in particular, Microsoft Word, Excel, PowerPoint and Databases	✓	
Excellent listening, written and verbal communication skills	✓	
Excellent research skills	✓	
Excellent organisational skills and experience of using, maintaining and developing administrative systems	✓	
Ability to organise, deploy and motivate individuals and teams in order to manage a variety of competing priorities and deadlines	✓	
To be able to think creatively and to anticipate and solve problems	✓	
To understand the need for confidentiality and data protection	✓	
Ability to establish effective relationships at all levels, dealing sensitively with people in order to minimise conflict	✓	
Ability to manage and resolve conflict	✓	
Ability to manage one's own time effectively	✓	
Ability to plan, organise and prioritise workload to meet deadlines	✓	
Ability to enlist outside expertise and resources to enhance effectiveness	✓	
Understanding of safeguarding	✓	
Working as part of a team and on own initiative	✓	
<b>Personal skills</b>		
Flexibility to work varied hours as required throughout the year	✓	
High expectations of self and others	✓	
Work under pressure, maintaining a sense of perspective	✓	
Commitment, honesty and integrity	✓	
Pro-active, organised and motivated	✓	
Passion, dedication, resilience and optimism	✓	
An open mind and the ability to change and adapt	✓	
The ability to see the bigger picture and understand whole school, local and national needs and priorities	✓	