

Person Specification
Teaching School Administration Assistant

| | Essential | Desirable | How Identified |
|------------------------------------|---|---|---|
| Qualifications and Training | <ul style="list-style-type: none"> Experienced Administrator A knowledge and understanding of School Centred Initial Teacher Training 5 GCSE grade C or equivalent including English and Maths. Ability to use Excel, Word processing including excel spreadsheets. | <ul style="list-style-type: none"> A knowledge of successful recruitment Ability to use Office computer and finance software Knowledge of database and internet systems | Application form References Interview |
| Knowledge and experience | <ul style="list-style-type: none"> Significant experience within administration, able to demonstrate a comprehensive knowledge of the key processes. Experience of working with outside agencies. Experience of working with ITT and applications including student finance. | <ul style="list-style-type: none"> Knowledge and understanding of Data Management. Knowledge of arranging conferences and regional events. Knowledge of liaison with other schools. Knowledge of child protection and DBS administration. | Application form References Interview |
| Skills and abilities | <ul style="list-style-type: none"> The ability to prioritise work within set deadlines Effective oral/written communication skills – able to exchange complex information clearly and sensitively. Strong organizational skills and the ability to be pro active Good interpersonal skills and ability to build effective relationships with colleagues and external links. | <ul style="list-style-type: none"> Recording Minutes Preparation of meeting documentation | Application References Interview |
| Other Requirements | <ul style="list-style-type: none"> Ability to obtain a clear DBS enhanced clearance. | | Application Interview References |

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| | <ul style="list-style-type: none">• Ability to adhere to the Trust's policies and procedures and most importantly the equal opportunities policy, safeguarding policy and all health & safety related policies.• Ability to contribute to the life of the Trust | | |
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