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| **Person Specification** | **Essential** | **Desirable** |
| Qualifications and Professional Development | 1. Degree or equivalent professional qualification in a relevant discipline (qualifications below degree level will be considered if complemented by solid experience and evidence of CPD) 2. Recognised SBM qualifications 3. Very good numeracy / literacy skills – demonstrated practically as well as evidenced by at least GCSE grade C or equivalent 4. Good general education to at least A level / full NVQ equivalent | 1. Safer Recruitment Training |
| Experience | 1. Development, management and operation of administrative, financial and business systems | 1. Successful experience in a school admin role |
| Knowledge and Understanding | 1. Full working knowledge of relevant policies / code of practice and awareness of relevant legislation, including Safeguarding, Health and Safety, Data Protection and Equality 2. Effective use of ICT and other specialist equipment / resources 3. Work constructively as part of a team, understanding school roles and responsibilities and your own position within these 4. Leadership of teams, appraisal, mentoring | 1. Experience of using Excel, Word and other Office applications |
| Skills | 1. Ability to relate well to children and adults 2. Financial and HR skills 3. Premises / Facilities management 4. Highly developed problem solving skills with the ability to analyse, synthesise and communicate complex information 5. Ability to cope with pressure and maintain high standards of professionalism | 1. Ability to self-evaluate learning needs and actively seek learning opportunities 2. Management of Publicity and Media Relations |
| Personal Characteristics | Approachable Committed to high standards Resourceful Self-motivated  Empathetic Enthusiastic Innovative Personable  Organised Patient Resilient | |