

Northern Education Trust
Post: Inclusion Administrator

PERSON SPECIFICATION

			Assessed by:	
No	Categories	Essential / Desirable	App Form	Interview / Task
QUALIFICATIONS				
1.	5 GCSEs or equivalent, including English and Maths	E	✓✓	
2.	Evidence of continuous professional development and training	D	✓✓	
3.	Willingness and ability to obtain and/or enhance qualifications and training for development in the post	E	✓✓	
EXPERIENCE				
4.	Experience of working in an education environment	D	✓✓	✓✓
5.	Previous experience within administration	E	✓✓	✓✓
ABILITIES, SKILLS AND KNOWLEDGE				
6.	Excellent communication and listening skills	E	✓✓	✓✓
7.	Ability to respect and maintain confidentiality	E	✓✓	✓✓
8.	High level experience of using Microsoft Office packages including word processing, e mail and excel	E	✓✓	✓✓
9.	Efficient and effective organisational skills	E	✓✓	✓✓
10.	Ability to relate to students in a pleasant manner and recognise potential child safeguarding issues	E	✓✓	✓✓
11.	Understanding of academy child safeguarding procedures	E	✓✓	✓✓
PERSONAL QUALITIES				

12.	A strong commitment to the Trust values and ethos	E	✓✓	✓✓
13.	Commitment to support the Trust's agenda for safeguarding and equality and diversity	E	✓✓	✓✓
14.	A flexible approach and a strong work ethic	E	✓✓	✓✓