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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | A minimum of 3 years experience in an administrative or secretarial fieldExperience of IT and MIS programmesWorking with changing priorities and proven ability to handle a range of situations.Experience of successfully networking and building relationships with other organisations or institutionsExperience of analysing/preparing data and report writing | Successful admin experience in a school, or in a relevant field outside education Experience of using SIMS, Integris or equivalentExperience of service contract managementExperience of minute taking.  | Application FormCertificatesReferencesInterview |
| **Leadership** | Ability to support and demonstrate commitment to the vision for the further development and improvement of the MATAble to support the MAT Central Team in the management of change and improvement in pursuit of strategic objectivesAbility to set standards and provide a role model for others Able to present information clearly to a wide range of audiencesDeal sensitively with people and resolve conflicts | Experience of working with Senior Management |  |
| **Qualifications & Training** | GCSE English and Maths or equivalent Grade A to C | Business or Administration qualification | Application FormCertificatesReferencesInterview |
| **Knowledge and Skills** | Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiativeAble to evaluate current systems and modify and enhance their effectivenessAn awareness and understanding of safeguarding responsibilities of all adults who work with childrenAbility to develop and maintain efficient record keeping/management information systems, providing accurate records and reports as required Ability to communicate with and build relationships with a wide range of audiences, including other employees within the MAT and beyondAbility to negotiate best value Ability to manage projects from inception to completion, meeting deadlinesAbility to work to tight deadlines and problem solveExcellent attention to detail |  | Application FormReferencesInterview |
| **Initiative & Circumstances** | Receptive to new ideas, approaches and challengesDemonstrate a commitment to the Trust vision, aims and ethos, its community and the school improvement agendaComplete confidentiality, discretion and tact.Calm and able to respond to changing demands Flexible and willing to adapt to changing circumstancesGood listening and communication skills both written and verbalWillingness to constructively challenge the work of self and others to continually improve own and team performanceTo be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs. |  | Application FormReferencesInterview |