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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Experience** | A minimum of 3 years experience in an administrative or secretarial field  Experience of IT and MIS programmes  Working with changing priorities and proven ability to handle a range of situations.  Experience of successfully networking and building relationships with other organisations or institutions  Experience 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 equivalent  Experience of service contract management  Experience of minute taking. | Application Form  Certificates  References  Interview |
| **Leadership** | Ability to support and demonstrate commitment to the vision for the further development and improvement of the MAT  Able to support the MAT Central Team in the management of change and improvement in pursuit of strategic objectives  Ability to set standards and provide a role model for others  Able to present information clearly to a wide range of audiences  Deal 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 Form  Certificates  References  Interview |
| **Knowledge and Skills** | Have excellent organisational and planning skills with the ability to prioritise, work independently and demonstrate initiative  Able to evaluate current systems and modify and enhance their effectiveness  An awareness and understanding of safeguarding responsibilities of all adults who work with children  Ability 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 beyond  Ability to negotiate best value  Ability to manage projects from inception to completion, meeting deadlines  Ability to work to tight deadlines and problem solve  Excellent attention to detail |  | Application Form  References  Interview |
| **Initiative & Circumstances** | Receptive to new ideas, approaches and challenges  Demonstrate a commitment to the Trust vision, aims and ethos, its community and the school improvement agenda  Complete confidentiality, discretion and tact.  Calm and able to respond to changing demands  Flexible and willing to adapt to changing circumstances  Good listening and communication skills both written and verbal  Willingness to constructively challenge the work of self and others to continually improve own and team performance  To be prepared to work and/or assist at other academy offices short-term to assist staff absence/training needs. |  | Application Form  References  Interview |