

	Essential	Desirable	Method of Assessment
Qualifications	- GCSE 5 - 9 in Maths and English (or equivalent). - CIPD Level 3 qualification or willingness to work towards and achieve this qualification.	Evidence of relevant training and continuous professional development.	Application Form Certificates
Experience	- Experience of providing high-quality administrative support in a busy office environment. - Experience of maintaining accurate records and databases. - Experience of working to deadlines and managing competing priorities. - Experience of working as part of a team to provide support and services to executives.	- Experience of working in an HR, people services, governance or administrative role. - Experience of supporting senior leaders or executive teams. - Experience of organising meetings, preparing agendas and taking accurate minutes. - Understanding of HR administration processes, including recruitment, onboarding and employee records management. - Experience of managing confidential and sensitive information appropriately. - Experience of working within the education sector or a Multi-Academy Trust. - Experience of supporting Local Governing Bodies, Boards or Committees.	Application Form Work Related Task Interview References
Knowledge, skills and attributes	- Understanding of general office administration procedures. - Excellent organisational and planning skills. - Strong attention to detail and accuracy. - Excellent written and verbal communication skills.	Understanding of academy governance structures and statutory requirements.	Application Form Interview References

	• Ability to produce professional correspondence, reports and meeting documentation. • Proficient in Microsoft Office applications, including Word, Excel, Outlook and Teams. • Ability to build positive working relationships with a range of stakeholders. • Ability to work independently and as part of a team. • Strong problem-solving skills and a proactive approach to work. • Ability to maintain discretion and confidentiality at all times. • Professional, approachable and customer-focused. • Committed to providing excellent support and service. • Able to demonstrate integrity and professionalism. • Flexible and adaptable to changing priorities. • Committed to the values and vision of the Trust. • A commitment to equality, diversity and inclusion.		
Specific Requirements	• Able to work across academies within the trust and ability to travel between trust sites independently. • Willingness to participate in training and personal development programmes. • Able to promote the schools and the trust directly and through modelling high standards. • Able to maintain a positive attitude and demeanour when working to deadlines or under time pressure. • Enthusiasm for supporting educational outcomes through effective administration.		Application Form Interview References