

	Essential	Desirable	Method of Assessment
Qualifications	- GCSE 5-9 in Maths and English (or equivalent). - Business Administration qualification or willing to work towards and achieve.	Evidence of relevant training and continuous professional development.	Application Form Certificates
Experience	- Experience of meeting deadlines and managing own workloads whilst maintaining high levels of accuracy. - High standards of written and spoken English and numeracy. - Skilled in the use of Microsoft Office and other IT applications, including Word, Excel, Outlook and Teams. - Working as part of a team.	Experience of working in an office environment providing support to a range of colleagues.	Application Form Work Related Task Interview References
Knowledge, skills and attributes	- Good understanding of professional communication standards and their importance. - Awareness of the importance of customer service. - Excellent organisational and time management skills. - Strong written and verbal communication skills. - Ability to prioritise and manage multiple tasks effectively. - High level of accuracy and attention to detail. - Ability to work independently and as part of a team. - Strong interpersonal skills and ability to build positive working relationships. - Ability to maintain confidentiality and handle sensitive information appropriately. - Problem-solving skills and a proactive approach to work.	- Understanding of general office administration procedures. - Awareness of data protection and confidentiality requirements. - Understanding of the education sector and academy trusts. - Awareness of safeguarding responsibilities within education settings. - Interest in supporting education and improving outcomes for children and young people. - Enthusiastic and committed to continuous improvement.	Application Form Interview References
Other Requirements	Able to work across academies within the trust and ability to travel between trust sites independently.		Application Form Interview

	• Willingness to participate in training and personal development programmes. • Be willing to undergo appropriate safeguarding checks, including an enhanced DBS check. • Adhere to all Trust safeguarding, child protection and safer recruitment policies and procedures. • Able to maintain a positive attitude and demeanour when working to deadlines or under time pressure. • Enthusiasm for supporting educational outcomes through effective administration.		References
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