

	Essential	Desirable	Method of Assessment
Qualifications	GCSE 5 - 9 in Maths and English (or equivalent).	Evidence of continuous professional development and training.	Application Form Certificates
Experience	- Recent experience of working as part of a team or for a senior team. - Experience of meeting deadlines and managing own workloads whilst maintaining high levels of accuracy. - Excellent standards of literacy and numeracy. - Experience using ICT packages, shared drives, online forms, communication platforms and relevant office equipment in an office environment.	- Experience of academy statutory and regulatory frameworks. - Experience of working with in line with UK GDPR and data protection. - Working in a confidential environment.	Application Form Work Related Task Interview References
Knowledge, skills and attributes	- Knowledge of workplace health and safety , COSHH, CAFM and GDPR (or willing to undertake training). - Ability to remain calm and friendly under pressure. - Enthusiastic and self-motivated, with a sense of humour. - Ability to respond to changing priorities. - Able to use own initiative to address challenges. - Ability to communicate effectively verbally and in writing at all levels.	- Knowledge of CDM Regulations. - Knowledge and understanding of safeguarding in schools. - Knowledge of the requirements of the Academy Trust Handbook.	Application Form Interview References
Specific Requirements	- Ability to work flexibly to meet the demands of the post. - Willingness to participate in training and personal development programmes. - Ability to comply with the Trust's relevant policies. - Able to work across schools within the Trust in line with the duties and requirements of the post.		Application Form Interview References