**Person specification**

**Cover/Admin Manager**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard ofeducation.Grade 4/C or above in English and Maths GCSE or equivalent.Good level of IT skillsspecifically, MicrosoftOutlook, Word, Excel & ICT systems.First Aid Certificate, orwillingness to train. | Evidence of a commitmentto professional development & the updating of role relatedskills | A/Q/T |
| Knowledge & Experience | Experience ofworking in a relevantAdministrative/Financialrole.Experience of managing,leading, organising,deploying & motivating staff.Experience ofeffectively managing administrative systems. | Experience of working in a school settingExperience of working with SIMSKnowledge andappreciation of schooltimetabling and schedulingrequirements | A/I |
| Planning & Organising | Ability to prioritise, plan andorganise the daily workactivities of the role, andthe wider team proactivelyresponding to competingdepartmental & widerSchool priorities, achievingall service timelines |  | A/I/T |
| Management and Teamwork | Aptitude for managing avaried & complex workload& supporting the wider stakeholder needsAbility to effectively buildpositive relationships with all internal/externalstakeholders |  | A/I |
| Communicating and Influencing | Ability to formulate ideasand solutions and presentthem effectively to theSenior Leadership andpossess high level decisionmaking skillsProven ability to liaiseeffectively with externalagencies, businesses, orcontractorsProfessional demeanourand evidence of well-developed interpersonalskills with an ability to buildeffective relationshipsacross the School and widerTrust |  | A/I/R |
| Other Skills and Behaviours | Proven ability to remaincalm under pressureDiscretion with high levelsof personal integrityConscientious & diligentwork ethic with the abilityto multi-taskAn understanding of, andbelief in, the values andethos of the School andTrust |  | A/I/R |

Key

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = Reference