



HATTON ACADEMIES TRUST

PERSON SPECIFICATION

Post Title: Assistant to the Senior Leadership Team

Education and Qualifications

Essential Criteria	Desirable Criteria
<p>Level 2 (or equivalent) in English and Maths</p> <p>Level 2 (or equivalent) secretarial / administration qualification</p> <p>Excellent ICT skills (including Microsoft Word, Excel, Outlook, Powerpoint and databases) and Internet researching skills</p> <p>The ability to take accurate notes at meetings and distribute minutes in a timely manner</p>	<p>Level 3 (or equivalent) secretarial / administration qualification</p>

Knowledge / Skills

Essential Criteria	Desirable Criteria
<p>Proven, recent experience of working successfully in an administration role in a busy department</p> <p>Understanding of confidentiality / data protection and its boundaries.</p> <p>Good interpersonal skills with the ability to quickly establish and maintain good working relationships at all levels.</p> <p>The ability to identify work priorities and manage the given workload to meet deadlines.</p> <p>Excellent telephone manner and verbal communication skills.</p> <p>Strong interpersonal skills with the ability to remain calm whilst dealing effectively with conflict and difficult situations.</p>	<p>Knowledge of SIMs would be an advantage</p> <p>Previous experience of working in a school environment would be an advantage</p>

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Able to work using own initiative, be pro-active and follow direct guidance from the line managers.</p> <p>Approachable and supportive in order to provide advice and guidance to staff and pupils as required.</p>	
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Attitude

Essential Criteria	Desirable Criteria
<p>Reliable and flexible in order to maintain the consistency of expectations and meet standards and deadlines.</p> <p>Demonstrate an awareness and understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</p> <p>Commitment to deliver a first class service to internal and external customers.</p> <p>Willingness to undertake training and personal development.</p> <p>Must be suitable to work with children.</p>	