**Person specification**

**Cover/Admin Manager**

| Attributes | **Essential** | **Desirable** | **How identified** |
| --- | --- | --- | --- |
| Qualifications | Good general standard of  education.  Grade 4/C or above in English and Maths GCSE or equivalent.  Good level of IT skills  specifically, Microsoft  Outlook, Word, Excel & ICT systems.  First Aid Certificate, or  willingness to train. | Evidence of a commitment  to professional development & the updating of role related  skills | A/Q/T |
| Knowledge & Experience | Experience of  working in a relevant  Administrative/Financial  role.  Experience of managing,  leading, organising,  deploying & motivating staff.  Experience of  effectively managing administrative systems. | Experience of working in a school setting  Experience of working with SIMS  Knowledge and  appreciation of school  timetabling and scheduling  requirements | A/I |
| Planning & Organising | Ability to prioritise, plan and  organise the daily work  activities of the role, and  the wider team proactively  responding to competing  departmental & wider  School priorities, achieving  all service timelines |  | A/I/T |
| Management and Teamwork | Aptitude for managing a  varied & complex workload  & supporting the wider stakeholder needs  Ability to effectively build  positive relationships with all internal/external  stakeholders |  | A/I |
| Communicating and Influencing | Ability to formulate ideas  and solutions and present  them effectively to the  Senior Leadership and  possess high level decision  making skills  Proven ability to liaise  effectively with external  agencies, businesses, or  contractors  Professional demeanour  and evidence of well-  developed interpersonal  skills with an ability to build  effective relationships  across the School and wider  Trust |  | A/I/R |
| Other Skills and Behaviours | Proven ability to remain  calm under pressure  Discretion with high levels  of personal integrity  Conscientious & diligent  work ethic with the ability  to multi-task  An understanding of, and  belief in, the values and  ethos of the School and  Trust |  | A/I/R |

Key

A = Application

I = Interview

Q = Qualification certificates

T = Task

R = Reference