

Person Specification

Post: Academy Administration Manager

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English and mathematics (or equivalent) Educated to level 4, or equivalent, or be able to demonstrate relevant experience and training 	<ul style="list-style-type: none"> Good honours degree 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Working with young people Line-management responsibility; leading a high performing administration team Creating, editing and proofreading professional high-quality documents Planning and coordinating events Flexible approach to working 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working within a school office to include development, management and operation of administrative / ICT systems Working in a similar role 	<ul style="list-style-type: none"> Application Interview References
Knowledge and skills	<ul style="list-style-type: none"> Build and maintain effective working relationships with students, colleagues, families and the wider community Excellent communication skills, both written and oral, and strong administrative and organisational skills Ability to prioritise work, coping with competing demands and meeting deadlines Maintain accurate and up to date records Maintain confidentiality at all times Commitment to safeguarding Microsoft Office, especially Excel, Outlook and Word 	<ul style="list-style-type: none"> Understanding of what makes a Dixons academy different and successful Use of information management system/s, e.g. iTrent, Bromcom Financial systems e.g. PS Financials Understanding of current educational policy 	<ul style="list-style-type: none"> Application Interview References
Character	<ul style="list-style-type: none"> Strong moral purpose and drive for improvement Mission-aligned Humble and kind Motivated, enthusiastic, flexible Excellent interpersonal skills Good sense of humour Desire to develop yourself Ability to give, receive and act on feedback Strong attention to detail Ability to work under pressure Commitment to the full life of the academy 	<ul style="list-style-type: none"> Willingness to be involved in extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References