

Person Specification

Post: Academy Administrator L2

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> GCSE Grade 4 or above in English and mathematics (or equivalent) 	<ul style="list-style-type: none"> Level 2 administration / business administration or working towards a professional qualification 	<ul style="list-style-type: none"> Application Certification
Experience	<ul style="list-style-type: none"> Values driven Some experience of administration activities Working to tight deadlines in a busy environment 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in a similar administration role Working in an educational setting or with young people Supporting large events Providing a public facing service 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Efficient administrator Communicate effectively with a wide variety of people Build and maintain effective working relationships with colleagues and the wider community Understand the importance of 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 Competent in the use of MIS (e.g. Bromcom) Student attendance processes/systems Trained first aider 	<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 and 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 offer extra-curricular provision 	<ul style="list-style-type: none"> Application Interview References