

Person Specification

Post: Academy Administrator L3

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 3 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 Working in a similar role Working to tight deadlines in a busy office environment Supporting large events Providing a public facing service 	<ul style="list-style-type: none"> Working in an inner-city area of high deprivation Working in an educational setting or with young people Planning and coordinating events 	<ul style="list-style-type: none"> Application Interview
Knowledge and skills	<ul style="list-style-type: none"> Excellent administration skills Creating, editing and proofreading professional high-quality documents Working with MIS Effective communications with a wide variety of people Build and maintain effective working relationships with colleagues and the wider community Understand the importance of confidentiality and discretion 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 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