

PERSON SPECIFICATION			
Quality of the Successful Candidate	Essential	Desirable	Assessed at... (A - application/ I – interview)
Qualifications & Training			
GCSE or equivalent level, including at least a Grade C in English and Maths	X		A
Experience of further relevant professional development.		X	A
Knowledge & Experience			
Experience working in a school environment or other educational setting.	X		A/I
Experience working collaboratively with colleagues	X		A/I
Ability to provide business support including note taking at meetings	X		A/I
Ability to work under pressure within tight deadlines and to be able to prioritise conflicting demands	X		A/I
Ability to work as part of a team and independently as required	X		A/I
Ability to use own initiative	X		A/I
Excellent electronic, written and oral communications skills	X		A/I
Ability to maintain electronic filing systems	X		A/I
Ability to respect sensitivity and maintain confidentiality of information	X		A/I
Skills & Personal Qualities/Attributes			
Excellent organisational and communication skills.	X		A/I
Excellent literacy, numeracy, ICT & problem-solving skills	X		A/I
Ability to manage multiple tasks and deadlines effectively.	X		A/I

Proficiency in Microsoft Office and cloud-based platforms (e.g Sharepoint, Monday.com)		X	A/I
Confident supporting virtual training using online platforms (e.g. Teams)	X		A/I
Detail-oriented with strong data management skills.	X		A/I
A professional approach, particularly with regard to issues of confidentiality.	X		A/I
Flexible and able to respond to rapidly changing demands and environment	X		A/I
Ability to remain calm when faced with difficult situations.	X		A/I
To be able to understand and be committed to equal opportunities for all members of the school community, while having a willingness to participate in and promote further training and ongoing CPD.	X		A/I
To be fully supportive of the school's Christian and Catholic ethos.	X		I
To be a practising Catholic.		X	A/I
Must be able to meet the travel requirements of the post	X		A/I
Disclosure of Criminal Record & Employment Checks The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process.			
The successful candidate's appointment will be subject to the Trust obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service.	X		I
Evidence of entitlement to work in the U.K.	X		I
Evidence of essential qualifications – as above	X		I
Two satisfactory references	X		I
Confirmation of medical fitness for employment	X		I