



HISP Multi Academy Trust
Person Specification

General Administrator for the Trust

Salary:	HCC Pay Scale C (FTE £18,932 - £19,940)
Hours:	25 hours per week, Monday to Friday, Term Time only
Contract:	Permanent (following a probationary period)
Responsible to:	Deputy CEO

Priorities

The General Administrator for the HISP Learning Partnership and Appropriate Body is the first point of contact for headteachers, professional mentors and mentors for all enquiries. The post holder has responsibility for ensuring the maintenance of high-quality records, spreadsheets and databases as well as providing technical assistance to a wide variety of stakeholders.

Qualifications & Training

Essential

- GCSEs at grades 9 to 4 (A* to C) (or equivalent) including Maths and English

Experience

Essential

- An exceptional team player, willing to also take ownership for their work
- Experience of a similar administrative role in a busy environment
- Experience of dealing with variety of stakeholders

Desirable

- Experience working across a Multi Academy Trust (MAT), Teaching School, or in education
- Management of online databases

Skills and Knowledge

Essential

- Good proficiency and working knowledge of standard IT applications, including Word and Excel
- High level of accuracy and attention to detail and an ability to prioritise workload and deadlines

- Strong written and oral communication skills
- Highly organised and methodical
- Ability and confidence to provide appropriate information and guidance
- Excellent administrative skills
- Well-developed interpersonal skills enabling effective and appropriate working relationships to be built and maintained with a wide variety of people

Desirable

- Understanding of safeguarding, health and safety, and other training to be undertaken
- Additional IT skills
- Informed knowledge of the education sector and issues specific to education
- Experience of training programmes

Personal Attributes

Essential

- A solution-focussed individual with an eye for detail
- Self-motivated and resourceful attitude
- Keen to learn and share knowledge
- A hard working and flexible work ethic
- Ability to prioritise whilst maintaining the flexibility to manage a varied workload
- A confident individual who is willing to have daily face to face and telephone contact with stakeholders
- Ability to remain calm under pressure
- Resilient
- A discrete individual with a clear understanding of confidentiality
- Articulate and enthusiastic
- Highest levels of professional and personal integrity
- Excellent punctuality and attendance
- Understanding of the need for personal boundaries with children and young people
- Commitment to
 - ensuring equal opportunities in the workplace
 - safeguarding and promoting the welfare of young people

Other

Essential

- Understanding of the critical importance of child protection and safeguarding
- Successful completion of DBS and all other pre-employment checks