



HISP Multi Academy Trust Person Specification **Administrator**

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 administrator is the first point of contact for all HISP Learning Partnership 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