

| ASSESSMENT CRITERIA | EVIDENCE (ESSENTIAL UNLESS STATED (D)) |
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| QUALIFICATIONS | CSBM, DSBM, or Similar Desirable but not essential Qualified to work in the UK; |
| EXPERIENCE | 5+ years' experience of working in a senior administration role within a school Significant experience of coordinating multiple tasks, projects and events. Strong communication skills with the experience of supporting a large, diverse and busy team. Recent experience of leading a multi-professional team with the ability to inspire and motivate. Demonstrable experience of leading change and continuous improvement within a team Experience of leading system and process improvements |
| PERSONAL QUALITIES & SKILLS | An effective communicator with excellent interpersonal skills who can motivate staff and engage with the school community and the wider public to create a credible reputation for the school. Able to engage and enthuse Excellent time management skills Ability to multi-task and work to tight deadlines. Proactive and forward thinking – always identifying what can be done to improve the function and activities Reacts positively and promptly to changing situations and is able to flex their ideas and style effectively |