



Trust Administrator Person Specification

	JOB REQUIREMENTS	Essential	Desirable	Assessment
Knowledge, <i>Experience and Skills</i>	Substantial administrative experience at a senior level	✓		A, I
	Educated to Level 3 or equivalent relevant experience	✓		A
	Educated to Degree standard or equivalent		✓	A
	Secretarial experience		✓	A, I
	Knowledge of diary management	✓		A, I
	A high degree of working knowledge of computer software packages including Microsoft Word, Excel and Outlook	✓		A, I
	Experience of working in the education sector		✓	A
	Excellent minute taking skills with experience of servicing management level meetings		✓	A, I
	Experience of successfully managing conflicting priorities in a busy office environment	✓		A, I
	Event Organisation		✓	A, I
	Experience of developing marketing materials and maintaining a website and social media		✓	A, I
	Experience of budget monitoring		✓	A, I
Supervision / Management and Decision Making	Able to work under own direction	✓		I
	JOB COMPETENCIES			
Working with People	Demonstrates an interest in and understanding of others; adapts to the team and builds team spirit; recognises and rewards the contribution of others; listens, consults and communicates proactively; supports and cares for others; develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.	✓		I
	Excellent communication skills (face-to-face, telephone and in writing)	✓		I
	Able to project a professional image at all times	✓		I
	Helpful and positive attitude in a busy environment	✓		I

Delivering Results and Meeting Customer Expectations	Focus on customer needs and satisfaction; sets high standards for quality and quantity; monitors and maintains quality and productivity; works in a systematic, methodical and orderly way; consistently achieves project goals.	✓		I
	Able to work to deadlines and a willingness to respond positively to all aspects of work	✓		I
	Demonstrable attention to detail	✓		A, I
	Able to use initiative and seek solutions to problems	✓		I
Achieving Personal Work Goals and Objectives	Accepts and tackles demanding goals with enthusiasm; is able to work more flexibly when required (evenings/early mornings).	✓		I
Relating and Networking	Establishes good relationships with stakeholders; builds wide and effective networks of contacts internally and externally; relates well to people at all levels; manages conflict; uses humour appropriately to enhance relationships with others.	✓		I
	Excellent team worker	✓		I
	Committed to working collaboratively across the trust and TSA	✓		I
Adapting and Responding to Change	Adapts to changing circumstances; accepts new ideas and change initiatives; adapts interpersonal style to suit different people and situations; shows respect and sensitivity towards cultural and religious differences; deals with ambiguity, making positive use of the opportunities it presents.	✓		I
	Ability to work independently and achieve the administration tasks of the team whilst frequently interrupted in a busy work environment	✓		I
	Able to handle conflict or sensitive situations with tact and compassion.	✓		I
	Ability to maintain a calm approach and work effectively under pressure	✓		I
Child Protection	A commitment to the responsibility of safeguarding and promoting the welfare of young people	✓		I
	Enhanced DBS disclosure (<i>to be completed by preferred candidate following interview</i>)	✓		
	Willingness to undertake Child Protection training when required	✓		I

* A = by application, I = assessed on Interview Day