



## Person Specification: Senior Trust Administrator

*The Directors and staff at the Learning for Life Education Trust schools are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment. We are committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination.*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Educated to A level standard, with at least 5 GCSEs including English and Mathematics at Grade C/Level 5 or above</li></ul>	<ul style="list-style-type: none"><li>• Evidence of CPD and recent training which enhances administrative practice</li></ul>
<b>Experience Knowledge Understanding Skills</b>	<ul style="list-style-type: none"><li>• Good level of ICT, Microsoft Office 365 (including Excel) and keyboard skills</li><li>• Experience of development, management and operation of administrative systems</li><li>• Experience of liaising with an office team</li><li>• Excellent data management skills</li><li>• The ability to analyse data and act upon findings.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge and understanding of SEND law and practice</li><li>• Commitment to and understanding of equal opportunities</li><li>• Experience of liaising with pupils, staff and external stakeholders</li><li>• Knowledge and understanding of safeguarding</li></ul>
<b>Personal Characteristics</b>	<ul style="list-style-type: none"><li>• Discreet and committed to maintaining confidentiality</li><li>• Highly organised, with the ability to work independently and seek advice when required</li><li>• Able to persist and challenge</li><li>• Excellent communication skills enabling effective liaison with a wide range of stakeholders, including staff, pupils, directors, and external organisations</li><li>• Able to understand and interpret requirements accurately, by effective listening, questioning, clarification and recording of information</li><li>• An ability to deliver to given timelines and targets</li></ul>	