



SECKFORD FOUNDATION
FREE SCHOOLS TRUST

**PERSON
SPECIFICATION**

Post Title:	TRUST LEADERSHIP GROUP ASSISTANT	
<p>The following person specification outlines the key skills and experience required for this position.</p> <p>The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.</p>		
Attribute	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> ▪ Educated to GCSE level (min 5 at Grade C in English and Maths); ▪ Good numeracy/literacy. 	<ul style="list-style-type: none"> ▪ Relevant professional qualification or other accreditation.
Knowledge and Experience:	<ul style="list-style-type: none"> ▪ Excellent standard of written communication; ▪ Experience taking meeting notes and distribution; ▪ Experience of clerical and administrative work, preferably working within an educational setting; ▪ Intermediate knowledge and understanding of Microsoft Office packages; ▪ Production of reports, briefing notes and information summaries. 	<ul style="list-style-type: none"> ▪ Experience of working with school specific computer systems such as SIMS or iSAMS, parentmail.
Skills and Abilities:	<ul style="list-style-type: none"> ▪ Good communication skills with a range of stakeholders; ▪ Ability to interpret and relay messages accurately; ▪ Ability to pick up unfamiliar systems quickly; ▪ Ability to multitask; ▪ Excellent proofreading skills; ▪ Good ICT skills; able to (learn to) analyse and interpret data. 	<ul style="list-style-type: none"> ▪ Ability to make a proactive contribution to the work of the team; ▪ Ability to carry out duties with minimal supervision and direction .
Personal Qualities:	<ul style="list-style-type: none"> ▪ Team player; ▪ Warm and empathetic; ▪ Diplomatic and discreet; ▪ Confident, resilient, calm under pressure; ▪ High standards of honesty and integrity; ▪ Flexible, pragmatic, adaptable; ▪ Proactive; able to use initiative; ▪ Resourceful and self-sufficient; ▪ Able to maintain a sense of humour and perspective. 	<ul style="list-style-type: none"> ▪ Willingness to further develop and to take on other roles and responsibilities.
Safeguarding:	<ul style="list-style-type: none"> ▪ Evidence of a commitment to promoting the health, welfare and safeguarding of children. 	

The Seckford Foundation Free Schools Trust is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS).