



Cambridge Primary Education Trust (CPET) is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This appointment is subject to an Enhanced DBS check and references.

Role: Administrative Manager		Closing Date: 11/03/2019	
Name of Applicant:			
CRITERIA	PERSON SPECIFICATION	Essential	Desirable
Educational Qualifications	<ul style="list-style-type: none"> • Passes in GCSE English & Mathematics (Grade C and above) • A level qualifications • Evidence of regular, relevant and recent professional development 	✓	✓ ✓
Work Experience	<ul style="list-style-type: none"> • Experience of using ICT • Experience in using Pupil Asset or similar database software • Experience of working in an office or financial environment • Experience of working in a school or college environment 	✓ ✓	✓ ✓
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • A basic understanding of child protection and safeguarding issues • Ability to maintain confidentiality of staff/student information • An understanding of GDPR policies and procedures • Ability to support others in their day-to-day duties • Ability to be responsible for the upkeep of an effective diary management and records system • Ability to use email communication effectively and efficiently • Experience in website administration • Good spreadsheet skills • A willingness to undertake training 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓
Personal Qualities	<ul style="list-style-type: none"> • Suitability to work around children and young people • Good time management and organisational skills • Ability to work on your own under initiative and as part of a team • Excellent interpersonal skills orally and on paper • Personable and well-presented; welcoming to visitors to school • Able to prioritise and meet deadlines • Attention to detail • Resilient in managing interruptions • A desire to learn and take on new challenges • Confident when responding to difficult situations • Patience and a sense of humour 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	

Interview: YES/NO

If no, please give reason:

Signature:

Date: