



	MINIMUM	DESIRABLE
QUALIFICATOINS	<ul style="list-style-type: none"> <li>NVQ2 or GCSE level (5 grades A – C) or equivalent</li> </ul>	
EXPERIENCE	<ul style="list-style-type: none"> <li>Office experience within an administration capacity</li> </ul>	<ul style="list-style-type: none"> <li>Clerking/Governance experience</li> </ul>
SKILLS & ABILITIES	<ul style="list-style-type: none"> <li>Excellent organisation skills</li> <li>Good communication skills</li> <li>Establish effective working relationship with Managers</li> <li>Ability to be extremely accurate, detailed and confidential and able to work to tight deadlines, under pressure</li> <li>Ability to learn quickly, be organised and identify and suggest changes to processes</li> <li>Eye for detail</li> <li>IT literate with good Excel and Word skills</li> </ul>	<ul style="list-style-type: none"> <li>Willingly participate in TSAT projects</li> </ul>
KNOWLEDGE	<ul style="list-style-type: none"> <li>Customer care procedures and best practice</li> <li>Knowledge of Data Protection and confidentiality</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of education governance</li> <li>Knowledge of Data Protection and GDPR</li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>Good team player and willingness to work in partnership with others</li> <li>Self-motivation and initiative</li> <li>Enthusiasm for change</li> <li>'Can do' attitude and flexible approach</li> <li>Demonstrate self-confidence and respect for others</li> <li>Confidence and character to work across all levels of staff and fit within the</li> </ul>	



THINKING SCHOOLS  
ACADEMY TRUST

	team in the Portsmouth Hub	
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