

Person Specification - Deputy Head of House	Essential (E) or Desirable (D)
Education	
Good standard of education (3 x GCSE's – English C or above)	E
Education to A-Level standard	D
Secretarial or Administrative qualifications or certificates	D
Experience	
Working in a busy office environment	D
Working with young people in a learning environment	E
Working in a Front of House position	D
Working collaboratively as part of a team	E
Providing administrative support to senior management	D
Working in a business services support team	E
Behaviours	
Natural communicator	E
Professional and approachable	E
Confident at problem-solving	E
Confident at following through on tasks and resolving enquiries	E
Pro-active and innovative	E
Positive attitude to change	E
Skills	
Excellent verbal communication skills	E
Excellent written communication skills	E
Excellent planning and organisation skills	E
Ability to prioritise and multi task	E
Good level of IT skills including Outlook and MS Office	E
Experience of using school IT systems e.g. SIMS	D
Attributes	
Committed to the Wellsway Multi-Academy Trust aims	E
Committed to Equality and Diversity	E
Committed to own continuing professional development	E
Other	
Occasional work outside normal working hours - prior notice given	D