



## PERSON SPECIFICATION

### Maths Hub Co-ordinator

A Person Specification defines the required professional qualifications, knowledge, skills and qualities of the staff sought by the Minster School Governors in the recruitment and selection process.

All members of staff employed by the Minster School support and promote the school's aims:

1. To create an atmosphere of caring and purpose derived from commitment to moral and religious principles
2. To engender a lifelong love of learning
3. To encourage each child to strive for his or her best in intellectual, physical and spiritual growth
4. To help each child to develop relationships with others which are founded on mutual respect and the pursuit of lasting happiness
5. To encourage and develop leadership and active citizenship within the school and wider community which fosters a sense of dignity, vocation and purpose for every individual
6. To develop and maintain excellence in teaching and learning

In particular, all staff employed by the Minster School commit to support, uphold, promote and embody the school's ethos:

'Succeeding Together'

Enabling all members of our school community to work together, care for each other and strive to realise their potential in their studies and all other aspects of life.

- Wisdom
- Optimism
- Resilience
- Kindness
- Service

ATTRIBUTES		REQUIREMENTS	
	<i>Essential</i>	<i>Desirable</i>	<i>Evidence</i>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>A minimum of 5 GCSEs (Grade A-C) or equivalent including English and Maths</li> </ul>		W, D
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>Recent, successful experience of administration work</li> <li>Experience of maintaining, collating and presenting data</li> <li>Experience of organising and hosting events.</li> <li>Experience of designing and creating marketing materials to high standard</li> <li>Experience &amp; proven ability to use a variety of computer applications, in particular Microsoft Office</li> <li>Experience of uploading onto and maintaining websites</li> </ul>	<ul style="list-style-type: none"> <li>At least 2 years' experience of working in an administrative post in a school</li> <li>Experience of directly supporting member/s of a senior leadership team</li> <li>Experience of using finance software to raise and settle invoices, and to track expenditure</li> <li>Successful experience of managing others</li> <li>Experience of supporting recruitment processes</li> </ul>	W, I
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>Evidence of a commitment to continuing professional development.</li> <li>Willingness to actively participate in professional learning.</li> </ul>		W, D, I
<b>Skills</b>	<ul style="list-style-type: none"> <li>Ability to communicate effectively both written and orally</li> <li>Able to prioritise and organise work effectively, work to strict deadlines and remain calm under pressure.</li> <li>Ability to minute meetings.</li> <li>Understanding of safeguarding.</li> <li>An understanding of the confidential nature of aspects of the role.</li> <li>Methodical approach to work tasks with key emphasis on accuracy and attention to detail.</li> <li>Ability to prepare reports for use by leaders</li> </ul>		W, D, I

<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Proven interpersonal and communication skills to deal effectively with staff, students, parents, governors and outside agencies, in person, in writing and on the telephone.</li> <li>• Ability to develop and maintain effective working relationships.</li> <li>• Discrete and sympathetic when dealing with sensitive and confidential matters.</li> <li>• Proven ability to work on own initiative and make decisions.</li> <li>• Ability to work as an effective member of a team.</li> <li>• Excellent organisational skills.</li> <li>• Excellent attendance record.</li> <li>• Ability to adapt to new situations</li> </ul>		W, I
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Demonstrable evidence of achievement in current post.</li> </ul>		W, I
<b>Equal Opportunities and Safeguarding</b>	<ul style="list-style-type: none"> <li>• Commitment to equal opportunities.</li> <li>• Commitment to safeguarding students with full adherence to child protection and safeguarding policy and staff codes of conduct.</li> <li>• Must be able to recognise discrimination in its many forms and be willing to put equality policies into practice.</li> </ul>		I

Evidence key: Written Application (W), Documentary evidence (D), Interview/assessment (I)