**Person specification**

**Music Administrator**

**Our Lady of Lourdes Catholic Multi-Academy Trust**

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| **Requirements**  | **Essential**  | **Desirable**  | **Demonstrated By**  |
| **1. Qualifications and Training**  | 5 GCSEs at Grade C /Level 5 or above including English and Maths (or equivalent) | Formal ICT Training | Interview/Application form |
| **2. Experience**  | Experience of working in a busy admin/secretarial position | Experience of working in a school office  | Application Form/Interview |
| **3. Skills**  | ICT literate:Advanced level Word (including mail merge), Outlook, PowerPoint, and ExcelHighly organised, efficient, and accurateExcellent communication skillsHighly numerate | Internet SkillsMicrosoft TeamsOneDrive Plus Pay (Iris) | Application Form /Task |
| **4. Knowledge**  |  | Knowledge of school systemsKnowledge and previous use of SIMSAn understanding of finance processes and proceduresBasic knowledge of music terminology | Application form/Interview |
| **5.Management**  | Able to manage own workloadAbility to prioritiseAble to plan ahead |  | Interview |
| **6. Aptitude and Personal qualities**  | Excellent telephone mannerReliableFriendly and approachableProfessional MannerHelpfulAble to relate well to staff, students, and parents |  | Interview |