

**Person Specification – Hub Administrator**

**Location: IFT Hub (some travel may be required)**

**Accountable to: IFT Hub Lead**

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|   | **Essential**  | **Desirable**  |
| **Qualifications and Experience**  |
| GCSE Mathematics and English (Level 4 or above)   | √  |  |
| Experience of working in an office environment  |   | √ |
| Excellent IT skills  | √  |  |
| Practical experience in Word, Excel and email  | √  |  |
| Excellent communication skills, written and verbal  | √  |  |
| Previous experience in an educational setting  |   | √ |
| Knowledge of social media in a marketing capacity  |   | √ |
| Understanding of the use of multi-media as a marketing tool  |   | √ |
| **Organisation**   |
| Excellent time management skills  | √  |   |
| Effective organisational skills  | √  |   |
| Ability to work under pressure and to strict deadlines  | √  |   |
| Ability to prioritise tasks  | √  |   |
| The ability to work on own initiative, as well as being a team player  | √  |   |
| **Personal Attributes**  |   |   |
| Excellent attention to detail  | √  |   |
| Willingness to learn and develop  | √  |   |
| Creative, contributing new ideas and ways of working to the team  | √  |   |
| Ability for effective working relationships at all levels  | √  |   |
| Understands and respects confidentiality  | √  |   |
| Flexible, willing and reliable  | √  |   |
| Displays enthusiasm, self-motivation and confidence  | √  |   |
| Ability to work collaboratively with colleagues  | √  |   |
| **Safeguarding**  |
| The HISP Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We are also committed to providing equality of opportunity at all stages of the recruitment and selection process and ensuring that candidates are treated fairly and lawfully throughout the process.   |