

THE CHERWELL SCHOOL

Responsibility, Opportunity, Excellence

Person Specification: Performing Arts Faculty Administrator

Experience	<ul style="list-style-type: none">● Secretarial/Administrative/Financial experience● Participation in or experience within the field of Performing Arts (desirable but not essential)
Qualifications/ Training	<ul style="list-style-type: none">● NVQ 2/equivalent qualification or experience in relevant discipline (desirable)● Good numeracy/literacy skills● First Aid at Work Certificate (desirable)
Knowledge/Skills	<ul style="list-style-type: none">● Communicating information – identifies and uses the most effective means of communication appropriate to the situation and the individuals involved● Self management – manages own behaviour to achieve positive results● Teamwork – is motivated to work together with others and in a variety of different team settings● Staff Support – provides effective support to staff and is viewed as approachable, reliable and confidential● Professionalism – sets and maintains high personal and professional standards● Effective use of ICT packages with a willingness to have training in areas required to fulfil the job description● Development and Training – learns from experience and strives to continually improve● Innovation and improvement – supports the School in identifying new and better ways of providing the service to achieve organisational aims● Use of relevant equipment/resources● Good technical ability with willingness for further training● Knowledge of relevant policies/codes of practice & awareness of relevant legislation● Ability to relate well to children and adults
Safeguarding and Wellbeing	<ul style="list-style-type: none">● A commitment to safeguarding duty and promoting children's wellbeing in accordance with school guidelines● A commitment to support the School Leadership team (SLT) to set a culture which supports the mental health and wellbeing of all members of the community● To uphold and promote the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community