

EMPLOYEE SPECIFICATION

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Minor* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act (DDA), we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA, we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title Professional Development Programmes Lead	School: Tykes Teaching Alliance	Grade: 6
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Attributes	Criteria	How Identified (either Application Form or Interview)	Rank (Essential/Desirable)
Relevant Experience	Experience of undertaking efficient administration duties.	Application form/interview	Essential
	Experience of communicating with colleagues and external partners within all levels of leadership and management.	Application form/interview	Essential
	Experience of using a variety of communication tools (emails, newsletters, websites, social media etc)	Application form/interview	Essential
	Experience in the development, implementation and review of systems and procedures.	Application form/interview	Essential
	Experience in the use of computer systems.	Application form/interview	Essential
	Experience in the use of Microsoft systems including word, excel, teams and databases.	Application form/interview	Essential
	Experience of organising events or professional learning experiences.	Application form/interview	Desirable
	Experience of working within the education sector/related organisations.	Application form/interview	Desirable
Education and Training Attainments	4 GCSE's Grades 9-4 (A*-C) including English and Maths.	Application form/interview	Essential
	NVQ Level 4 qualification in a relevant subject or equivalent qualification	Application form/interview	Essential

	Degree in a relevant subject.	Application form/interview	Desirable
General and Special Knowledge	Knowledge of general office practice and procedures.	Application form/interview	Essential
	Knowledge of excel and how this can be used effectively to assess data.	Application form/interview	Essential
	Knowledge of Microsoft teams and other virtual platforms, and how these can be used effectively.	Application form/interview	Essential
	Knowledge of the importance of good customer relations.	Application form/interview	Essential
Skills and Abilities	Highly organised and self-motivated.	Application form/interview	Essential
	High professional standards and ability to work on own initiative.	Application form/interview	Essential
	Ability to pay attention to detail.	Application form/interview	Essential
	Ability to work effectively with all levels of leadership/management.	Application form/interview	Essential
	Ability to make decisions and apply judgment.	Application form/interview	Essential
	High level of communication skills both in writing and orally.	Application form/interview	Essential
	Ability to maintain confidentiality and discretion.	Application form/interview	Essential
	Ability to work under pressure and to deadlines.	Application form/interview	Essential
	Ability to develop and implement systems and procedures.	Application form/interview	Essential
	Ability to develop data management information systems & spreadsheets for analysis.	Application form/interview	Essential
	Ability to work as part of a team and with a wide range of partners.	Application form/interview	Essential
	Ability to form strong and effective relationships with colleagues within schools, academies, and partner organisations, even when working remotely.	Application form/interview	Essential

Additional Factors	Regular use of a car for business purposes (expenses reimbursed) and willing to travel within the region as required.	Application form/interview	Essential
	A willingness to take part in training and development opportunities as required.	Application form/interview	Essential

In compiling this, please refer to the Section 'Review Job Description and Employee Specification' in the Recruitment and Selection Code of Practice.