

## Person Specification

### Post: Compliance and Administration Officer (Catering)

Attributes	Essential	Desirable	How identified
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Grade C / 4 or above in GCSE English and mathematics</li> </ul>	<ul style="list-style-type: none"> <li>Relevant business management qualification i.e. BA or HND</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Certification</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Values driven</li> <li>Working as a senior administrator in a multi-site business setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of using financial software including raising purchase orders and producing reports</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Managing budgets and basic accountancy</li> <li>Knowledge of HR procedures including recruitment of staff</li> <li>Excellent communication skills</li> <li>Microsoft Office, especially Outlook, Teams, Excel and Word</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of what makes a Dixons academy different and successful</li> <li>Ability to adopt a process of continual improvement and suggest ways of working more efficiently and effectively</li> <li>Experience or knowledge of health and safety management systems</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>
<b>Character</b>	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Diplomatic</li> <li>Personal and professional integrity</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to receive and act on feedback</li> <li>Ability to effectively evaluate own performance and develop yourself</li> <li>Strong attention to detail</li> <li>Ability to work under pressure</li> <li>Commitment to the full life of the Trust</li> </ul>	<ul style="list-style-type: none"> <li>Willingness to offer extra-curricular provision</li> </ul>	<ul style="list-style-type: none"> <li>Application</li> <li>Interview</li> <li>References</li> </ul>