





	<p>To maintain an awareness of, and a commitment to, the Trust's Equality and Diversity in Employment Policy and the DET Equality Policy and Equality Statement and Objectives in relation to both employment and service delivery and to observe the standard of conduct which prevents discrimination from taking place.</p> <p>To fully comply with the Health and Safety at Work Act 1974 etc, the Trust's Health and Safety Policy, and all locally agreed safe methods of work.</p> <p>To participate in the performance and development review process, taking personal responsibility for the identification of learning, development and training opportunities in discussion with the Line Manager.</p> <p>These responsibilities are neither exclusive nor exhaustive and the post-holder may be required to undertake other appropriate duties within the context of the job, skills and grade.</p> <p>The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share in this commitment.</p>
	<p>All DET staff must adhere to the DET Safeguarding and Child Protection Policy and associated procedures, including engaging in annual safeguarding training.</p>



	Specific qualifications and experience	Experience in a senior administrative role in a busy office environment, requiring strong organisational skills, accuracy and attention to detail.  Ability to produce smart, accurate minutes efficiently.
	Knowledge of relevant policies and procedures	Knowledge of school policies and procedures. Knowledge of Trustee and Local Governor roles and responsibilities.
	Literacy	Excellent literacy skills.
	Numeracy	Excellent numeracy skills.



	Time Management	Excellent organisation skills with the ability to use own initiative and work to tight, strict deadlines.
	Equality, Diversity and Inclusion	Knowledge of and commitment to equal opportunities and anti-discriminatory practice.
	Health & Safety	Basic understanding of Health and Safety.
	Safeguarding and Child Protection	Good understanding of and compliance with Safeguarding and Child Protection procedures.
	Confidentiality/Data Protection	Extensive understanding of procedures and legislation relating to confidentiality, specifically, GDPR.  Understanding of need for professional confidentiality.
	Self-Development	Ownership and commitment to continuous learning and development.  Ability to effectively evaluate own performance.