



## Warrington Primary Academy Trust

### Project Coordinator

### Generate Teaching Hub

#### PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS / TRAINING / KNOWLEDGE</b>		
• Educated to degree level qualification or equivalent.		✓
• Understand and appreciate the principles that underpin teacher development.	✓	
• Knowledge of high quality professional training and development.	✓	
• Good knowledge of Health and Safety legislation, regulations and procedures	✓	
• Health and safety Level 3 Award		✓
• Evidence of ongoing and up to date professional development.	✓	
<b>EXPERIENCE SKILLS</b>		
• Extensive experience in the current educational environment.	✓	
• Experience of setting and maintaining professional services to a high standard.		✓
• Experience of liaising with a wide variety of people, public bodies & external agencies.	✓	
• Experience of producing marketing and promotional materials successfully, including online / social media engagement.		✓
• Experience of organising and improving office based processes and systems.	✓	
• Experience of working with and updating databases.	✓	
• Experience of operating in an externally regulated environment.	✓	
• Experience of quality assuring a professional service.		✓

	ESSENTIAL	DESIRABLE
<b>COMPETENCIES</b>		
• Clear thinker and highly intuitive.	✓	
• Have flexibility, sensitivity and tact.	✓	
• Fluent and effective communicator with highly developed interpersonal skills.	✓	
• Able to establish professional working relationships with all members of both the school and outside community		✓
• Adheres to and encourage in others professional standards of fairness and integrity	✓	
• Ability to work within a collaborative ethos.	✓	
• Committed to safeguarding and promoting the welfare of children and young people.	✓	
• Enthusiastic, energetic and self-motivating.	✓	
• Able to prioritise and work to deadlines.	✓	
• Resilient and respond well to pressure, deadlines, interruptions and conflicting demands	✓	
• Capable of responding constructively to feedback.	✓	
• Ability to maintain a healthy work / life balance.	✓	