

## Person Specification

<b>Job Title:</b>	Senior Academy Administrator
<b>Salary/Grade:</b>	Grade 4, (SCP 12- 16)
<b>Working Hours:</b>	37 hours per week, full time, (Term Time plus 2 weeks)
<b>Academy Name:</b>	Reaside Academy
<b>Location/Address:</b>	Tresco Close, Frankley, B45 0HY

Greenheart Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We therefore expect all staff and volunteers to work to and within school policies and procedures, including safeguarding, child protection and health and safety.

This post is subject to satisfactory references which will be requested prior to the interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications, plus verification of the right to work in the UK.

	Essential	Desirable	How Identified
<b>Education &amp; Qualifications</b>			Formal possession of an appropriate qualification to be verified at Interview or from records
A* - C in GCSE English and Maths or equivalent	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
An intermediate or above qualification in Word Processing/typing skills	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion.
<b>Relevant Experience</b>			
Extensive experience of working in an office environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of working in a school/MAT office	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Substantial experience of a wide range of administrative functions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Extensive Word processing experience	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of Microsoft Word package	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Relevant experience of using database applications	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrative experience of Finance Systems	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of using PSF	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Experience of a School Management Information system	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Experience of using Bromcom	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

	Essential	Desirable	How Identified
Experience of minute taking	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Skills &amp; Abilities</b>			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion
Able to communicate effectively and accurately both verbally and in writing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to communicate in a clear and concise manner both on the telephone and face to face	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to write clear letters and reports	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to complete work to the required standards of accuracy and presentation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Able to follow set procedures & policies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to develop and maintain effective working relationships with a wide range of people	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Ability to work on own initiative with minimum supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Demonstrative knowledge of standard office procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Knowledge of standard office equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Willingness to undertake mandatory job-related training	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>Disposition</b>			Past employment activity record from Application Form or Interview. Performance in related selection methods, e.g. presentation, group discussion
Must be able to focus on tasks in an environment where there may be distractions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must be able to work as part of a team as well as undertaking independent work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must have a pleasant disposition when working with stakeholders of the Academy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Must have pride in work, completing tasks accurately, showing attention to detail	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>General &amp; Specific or Legal knowledge</b>			Application form and interview questioning and reference.
Commitment to Equal opportunities	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Possess a full driving licence and have use of vehicle for business purpose and appropriate insurance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>Special Requirements</b>			
It is the responsibility of each employee to carry out their duties in line with GLP's ethos and culture of safe working practices for adults working with children, and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.			

<b>Developed by:</b>	HR Business Partner	<b>Date of Issue:</b>	March 2024
----------------------	---------------------	-----------------------	------------