



HEARTS ACADEMY TRUST



# ADMINISTRATION ASSISTANT PERSON SPECIFICATION

# HEARTS VALUES

## Redefining Possibilities

Our HEARTS values form the foundation of our culture of care, inclusion, mutual respect, and service to our communities which empowers all to flourish and make a difference.

H



### HAPPINESS

We promote **happiness** and good mental health & wellbeing by building relationships that have a strong, shared sense of purpose, where all are valued and belong. Our curriculum is rich in opportunities and experiences that ignite a love of learning.

E



### EQUITY

We are engines of social justice: we ensure everyone is treated with **equity** and help those who need it, overcoming barriers and battling against unfairness.

A



### ACHIEVEMENT

We facilitate and celebrate **achievement** within and beyond our schools, recognising the individuality of success, enabling all to fulfil their potential and prosper.

R



### RESILIENCE

We develop **resilience** through hard work and cultivating courage in the face of adversity. We foster independence of thought, a willingness to take risks, persevere and learn from mistakes, taking responsibility over our decisions.

T



### TRUTH

We model **truth**, integrity and authenticity: doing the *right* thing, because it is the right thing, even when it is difficult.

S



### SPIRITUALITY

We promote **spirituality** through empathy, reflection and appreciating diverse backgrounds and cultures. We endeavour to live life in all its fullness through a deepening sense of awe and curiosity, expanding connections with the wider world around us.

[www.heartsacademytrust.co.uk](http://www.heartsacademytrust.co.uk)

Email: [admin@heartsacademy.co.uk](mailto:admin@heartsacademy.co.uk) Tel: 01268 572672  @hearts\_academy\_trust

HEARTS Academy Trust, HEARTS House, 2 Mount Road, Wickford, Essex, SS11 8HE

# ADMINISTRATION ASSISTANT PERSON SPECIFICATION

## Working With Others

Detail	Examples
Working with partners	Understand the role of others working in the school
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
Team work	Ability to work effectively with other adults in the school
Information	Ability to provide timely and accurate information

## Qualifications & Experience

Detail	Examples
Specific qualifications & experience	GCSE or equivalent in Maths and English (C or above) Experience of general clerical work
Knowledge of relevant policies and procedures	General understanding of the operation of a school and Trust
Literacy	Good reading and writing skills
Numeracy	Ability to undertake calculations
ICT and Technology	Experience of Microsoft packages, including Word, Excel & Publisher Ability to use photocopier

## Communication

Detail	Examples
Written	Ability to complete forms and compose business emails
Verbal	Ability to exchange routine verbal information clearly in English with children and adults
Languages	Confidence to contribute in meetings
Negotiating	Able to seek support to overcome communication barriers with children and adults Ability to consult with colleagues and suppliers

# ADMINISTRATION ASSISTANT PERSON SPECIFICATION

## Working With Children

Detail	Examples
Behaviour Management	Understand and implement the school's behaviour management policy
SEND	Understand and support the differences in children and adults
Curriculum	Understanding of the learning experience provided by the school
Child Development	Understanding of the way in which children develop
Health & Wellbeing	Understand the importance of physical and emotional wellbeing

## Responsibilities

Detail	Examples
Organisational skills	Able to prioritise and manage workload
Line Management	N/A
Time Management	Ability to manage own time effectively
Creativity	Ability to follow instructions, contributing ideas to improve systems

## General

Detail	Examples
Equalities	Demonstrate a commitment to equality
Health & Safety	Basic understanding of Health & Safety
Child Protection	Understand child protection procedures
Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
CPD	Be prepared to develop and learn in the role