



HARRYTOWN CATHOLIC HIGH SCHOOL

(Admin Manager and Admin support for the Senior Leadership team - PERSON SPECIFICATION)

We are seeking to appoint a colleague to join our successful school team who possesses; excellent communication skills (both written & verbal), who is hardworking and is able to work as a member of a team but is equally comfortable working on their own, who has an excellent attendance & punctuality record, a desire to develop & inspire others, and who is willing to undergo training to further their professional skills, who demonstrates the ability to be adaptable, flexible and who can show initiative.

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none"> • Appropriate level 2 qualifications • Appropriate level 3 Further Education qualification • Evidence of 'post related' CPD & training 	<ul style="list-style-type: none"> • Appropriate level 4 Higher Education qualification
Experience	<ul style="list-style-type: none"> • Recent experience undertaking relevant work in a similar or related work environment • Successful record of working in a similar or related work environment 	<ul style="list-style-type: none"> • Experience in the field of educational or similar working environment
Skills	<ul style="list-style-type: none"> • Proven record of success in a similar role • Proven ability and experience in leading and managing an admin team • Excellent communication and presentation skills • Ability to develop positive relationships with pupils, colleagues and parents (where necessary) • The ability to inspire and motivate those with whom you will work with • Excellent organisational and time management skills • High level skills in the use IT as a management tool 	<ul style="list-style-type: none"> • Experience and skill in the use of SIMS

Knowledge & Understanding	<ul style="list-style-type: none"> • Understanding of current developments in relevant aspects of education • Understanding and knowledge of the mechanisms which underpin and support schools administration and development • Knowledge of a range of software and processes. • Good understanding of how Health and Safety impacts upon the scope of the role • Good understanding of how to ensure that safeguarding remains a priority in the work undertaken in the role 	<ul style="list-style-type: none"> • Experience of strategies for improving both the effectiveness of administration systems and the support which this offers to others • Knowledge of self-review procedures
Additional qualities	<ul style="list-style-type: none"> • Commitment to supporting the work of schools, colleagues and young people • Commitment to the success and well-being of all students. • Ability to lead in situations with both adults and young people. • Resilient and robust approach to working in a school environment • Sense of humour • The ability to meet deadlines • Ability to meet the schools standards of presentation and attendance • A willingness to be flexible in a changing environment 	<ul style="list-style-type: none"> • Play an active part in the wider school community
Safeguarding	<ul style="list-style-type: none"> • Demonstrate compliance with Safeguarding/Child Protection standards and an ability to comply with our commitment to safeguarding and promoting the welfare of children. • Full cooperation with & that any successful candidate will be required to submit to a full DBS (formerly CRB) check • Candidates may write confidentially to the panel in respect of a past record, any outstanding cases or disqualification etc. in a separate envelope marked confidential along with their application form. 	<ul style="list-style-type: none"> • Play an active part in the wider school community • A practising Catholic with a supportive faith reference.
Generic Competencies (please see further guidelines below)	<ul style="list-style-type: none"> • Communicating effectively • Being pupil and family focused • Effective team working • Personal organisation and effectiveness • Personal development • Making the most of IT systems and services 	

The main purpose of the competencies is to define the standards of behaviour and conduct required by the organisation. All employees are expected to perform satisfactorily to the generic employee competencies which are reviewed as part of the school performance/appraisal and development review scheme for all employees.

Competency	Definition
Communicating Effectively	<ul style="list-style-type: none"> • Communicate effectively face to face, by telephone or written word with a diverse range of people • Make effective use of new technology in communications contribution
Being customer focussed	<ul style="list-style-type: none"> • Provides excellent customer service • Develops and maintains positive working relationships with customers • Contributes to the continual improvement of services
Effective Team Working	<ul style="list-style-type: none"> • Develops and maintains positive working relationships with other team members • Develops positive working relationships with other teams both within and outside the organisation (e.g “colleagues” in the voluntary sector or health service) • Contributes to the achievement of team goals
Personal Organisation and Effectiveness	<ul style="list-style-type: none"> • Achieves personal objectives on time and to the agreed standard whilst having consideration for the effect on others
Personal Development	<ul style="list-style-type: none"> • Take responsibility for the development and learning of self and others
Making the most of Information and Communications Technology	<ul style="list-style-type: none"> • Can operate all technology necessary for the job role

June 2017