

EMPLOYEE SPECIFICATION

When filling in the application form, please demonstrate with clear, concise examples how you meet the requirements of the post. You will be assessed in relation to the *Essential and Desirable* criteria. Please bear in mind that you must possess the Essential Criteria on day 1 to be able to do the job. If there are large numbers of applicants for the post, then all of the criteria will be used for shortlisting. Under the Disability Discrimination Act, we recognise and welcome our responsibility to remove any barriers in our recruitment and selection process. We have tried to assess this in our Job Description and Employee Specification, however if you feel that there are barriers, please tell us in the application form. As part of the DDA we are committed to making reasonable adjustments, wherever possible and it would help us to know your needs in order to do this.

Post Title: Administration Manager	Directorate/School: Springwell Leeds Academy	
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Attributes	Criteria	How Identified	Rank
Management	Ability to manage all aspects of a team from recruitment to resource allocation	Application form / Interview	Essential
	Excellent task management skills both for self and others Ability to meet deadlines set internally and externally	Application form / Interview Application form / Interview	Essential Essential
	Ability to lead and advocate for a team, and to create a sense of shared purpose and efficiency	Application form / Interview	Essential
Relevant Experience	Substantial administrative skills, ideally within an educational background, minimum of two years	Application form / Interview	Essential
	Experience working with (ideally school) budgets	Application form / Interview	Essential
Practical Skills	Good organisation and the ability to prioritise	Application form / Interview	Essential
	Ability to work with school budgets and budget monitoring	Application form / Interview	Essential
Education and Training Attainments	Minimum of 4 GCSEs (Grade C or above) including English Language and Mathematics or equivalent.	Application form	Essential
	RSA Word Processing Level 2 or equivalent. (Or the	Application form	Desirable

	ability to pass an internal test using Google packages).		
	Relevant IT qualification	Application form	Desirable
	Understanding of or willingness to train on Google packages	Application form	Essential
	Other relevant administrative qualification	Application form	Desirable
Skills and Abilities	Highly efficient in using Google packages	Application form	Essential
	Experience of managing MIS Proficient in the use of e-mail and internet	Application form	Essential
	Possess good organisational skills	Application form / Interview	Essential
	Able to work using own initiative	Application form / Interview	Essential
	Able to work in a methodical manner paying attention to detail and accuracy	Application form / Interview	Essential
	Able to organise work schedules in order to meet tight deadlines	Application form / Interview	Essential
	Able to collect and collate statistical information	Application form / Interview	Essential
	Able to communicate clearly, concisely and politely	Interview	Essential
	Capacity to adopt flexible working practices	Application form / Interview	Essential
	Possess good interpersonal skills	Application form / Interview	Essential
	Work constructively as part of a team, understanding school roles and responsibilities and your own position within these.	Application form / Interview	Essential

Communication	Effective written and oral communication	Application form	Essential
	Good negotiation skills	Application form / Interview	Essential
	Ability to hold challenging conversations with staff at all levels within the organisation	Application form / Interview	Essential
	Good understanding of working in a confidential manner and sensitivity of information sharing	Application form / Interview	Essential
Personal Qualities	Able to work under pressure in a busy environment	Application form / Interview	Essential
	Ability to deliver work with clearly defined deadlines	Application form / Interview	Essential
	Ability to work effectively within a team environment	Application form / Interview	Essential
Strategic Thinking	Problem solver, strategic thinker and planner	Application form / Interview	Essential
Knowledge	Knowledge of relevant policies/codes of practice & awareness of relevant legislation	Application form	Essential
Additional Factors	Willing to undergo further training.	Interview	Essential
	Is able to connect to other schools in the Trust, through travel and online meeting methods	Application form	Essential
	This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	Application form / Interview	Essential