

## Learn Academies Trust

**Job Title:** School Improvement and Teaching  
School Team Administrator

**Grade:** 7

**Post Number:**

	Essential	Desirable	How assessed
<b><u>Qualifications</u></b>			
Good general standard of education	✓		App/Doc
<b><u>Experience</u></b>			
Previous working in a school setting		✓	App
Use of ICT applications relevant to the post, i.e. principally Windows and Word	✓		App
Administration work experience	✓		App
Event Organisation	✓		App
<b><u>Knowledge</u></b>			
Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act and GDPR	✓		Int
Understanding of the context in which schools are operating	✓		Int
<b><u>Skills/Attributes</u></b>			
Word processing and ICT skills – able to use a range of database and software packages	✓		App/Int

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	<b>Essential</b>	<b>Desirable</b>	<b>How assessed</b>
Excellent interpersonal skills – able to deal with a variety of people sensitively and, when necessary, assertively	✓		App/ Int
Numerate and literate, excellent standards of grammar and punctuation.	✓		Int
Good clerical and administrative skills.	✓		App/ Int
Well organised and methodical ability to meet deadlines and competing demands for work.	✓		App/ Int
Ability to work effectively as a member of a team.	✓		App/ Int
Willingness to undertake training	✓		Int
<b><u>General Circumstances</u></b>			
Attendance - evidence of regular attendance at work	✓		App/Ref/ Med
Ability to work well in a flexible, changing and developing organisation	✓		App/Int
<b><u>Factors not already covered</u></b>			
Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the provisions of the Equality Act 2010.	✓		Med

App = Application Form

Test = Test

Int = Interview

Pre = Presentation

Med = Medical Questionnaire

Doc = Documentary Evidence (E.g., Certificates)