

Trust Administration Officer (Casual): Hollingworth Learning Trust - Person Specification

Hollingworth Learning Trust is a multi-academy trust established to make a positive difference to the lives of our children. We are not here to make the inevitable happen. Our Trust exists to support school improvement and share innovation across all of our schools in order to raise standards, improve provision and unlock potential. The purpose of each school is to improve the life chances of each child regardless of ability, gender, social background or ethnic origin.

Our Central Services Support Team are a key part to us supporting schools on their journeys. This position is a key link between our schools and the employment experiences that the staff in our trust family have.

All staff employed in our Trust are required to uphold the values and should be able to demonstrate that they are; Ambitious, Positive, Resilient, Reflective and Principled.

Candidates should use this person specification to help them consider if they meet the essential and where possible, desirable criteria for the post. Candidates should then make reference to this in their application form and letter of application.

The key for our method of assessment is:

Application form = A Certificates = C References = R Interview Process = I

Professional Qualifications / Training	Method of Assessment
Essential <ul style="list-style-type: none"> • Good standards for literacy and numeracy, GCSE Grade C in Maths and English or equivalent (Level 2) 	C
Desirable <ul style="list-style-type: none"> • Office Administration / Business Qualification • A record of recent and relevant continuing professional development 	C A / I

Skills, Abilities and Experience	Method of Assessment
Essential <ul style="list-style-type: none"> • Administration skills and experience, including the ability to use a range of computer software and generate documents electronically. • Highly skilled in the full Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) • People skills, including the ability to support staff and managers sensitively and supportively. • Experience of creating a variety of high-quality documents (eg letters, taking notes etc). • Ability and commitment to work flexibly and collaboratively as part of a team whilst taking a leading role when required • Experience of working in a fast-paced environment • A solution focused approach to work • A passion for working in the education sector, with a keen interest in administration. • Excellent communication skills, both in person and in writing. 	A, R & I for all within this section



Desirable	
<ul style="list-style-type: none"> • Experience of writing letters and taking minutes • Experience of working within the education or charity sector • Ability to present information to a variety of audiences. • Experience of working in a customer service role. 	

Personal Qualities & Attributes	Method of Assessment
Essential <ul style="list-style-type: none"> • Commitment to self-development and able to demonstrate the following personal qualities; Ambitious, Positive, Resilient, Reflective and Principled • Positive and solution focused with a flexible approach to work • Customer focused and ability to meet deadlines • The ability to work with discretion at all times • High levels of integrity, able to ensure confidentiality • A team player with excellent and adaptable communication skills • Self-motivated and proactive • Ability to prioritise and manage own workload • Accuracy and attention to detail • Ability to lead a discussion with staff at all levels and provide support and advice • A commitment to safeguarding, promoting welfare of children and young people • Excellent relationship management, experience of successfully working with stakeholders and building effective working relationships at all levels • Ability to communicate to a variety of audiences • Reliable and trustworthy • Excellent interpersonal, skills with the sensitivity to work well in a range of situations • Ability to support staff with an appropriate balance of support and challenge 	A, R & I for all within this section

The Trust is committed to safeguarding and promoting the welfare of vulnerable adults, children and young people and expects all staff and volunteers to share this commitment. The information requested for applicants is considered to be objectively justified to comply with government guidance on safer recruitment in such areas.

Appointment to this post will be subject to a Disclosure and Barring check and full safer recruitment in education pre-employment checks.



AMBITIOUS



POSITIVE



RESILIENT



REFLECTIVE



PRINCIPLED