

Person Specification

The East Manchester Academy

Support Staff

Specific skills, Experience and Knowledge	Essential	Desirable
Knowledge and understanding of the external examination systems		✓
Knowledge and understanding of the school's Assessment Recording and Reporting policy and the associated software.		✓
Excellent analytical skills to dissect information in order to accurately complete and maintain relevant records		✓
The flexibility to adapt to changing workload demands and new school challenges.	✓	
Good level of general education, including GCSE Maths and English	✓	
Experience working with children in an education environment to support learning and development		✓
Able to communicate with a wide range of personnel including parents, staff, students etc.	✓	
Excellent time management, administrative and organisational skills, methodical	✓	
Excellent IT skills	✓	
Able to use Sims.net		✓
Awareness of procedures relating to safeguarding, confidentiality, GDPR and data protection	✓	
Constantly improve own practice through self-evaluation and learning from others	✓	
Ability to provide support for students, actively take part in lunch/breaktime	✓	
Working knowledge of relevant policies / codes of practice / legislation		✓
Able to promote and market the Academy	✓	

Personal Qualities	Essential	Desirable
Work effectively as part of a team and contribute to group thinking, planning etc.	✓	
To have a very flexible approach to the role and be willing to carry out a wide variety of administration and clerical tasks to meet the needs of the Academy. To accept that the job description will be updated and renewed annually at the discretion of the Headteacher	✓	
Work calmly under pressure	✓	
To be able to prioritise effectively	✓	
To be able to work on own initiative and organise own workload	✓	
To be able to work as part of a team or alone	✓	
Enjoy working with a wide variety of people	✓	
Be able to work effectively with other staff in the school	✓	
Willingness to develop professionally and attend courses as required	✓	
To have a good sense of humour	✓	

Safeguarding

The East Manchester Academy is committed to safeguarding and protecting the welfare of children and young people. This commitment to robust Recruitment Selection Induction procedures extends to organisations and services linked to the Academy on its behalf.