



**GREENSHAW**  
LEARNING TRUST



**STOKE  
DAMEREL**

Community College



# **Business Administrator**

## **Recruitment Pack**

**ALWAYS  
LEARNING**

## Introduction

Dear Candidate

Thank you for your interest in the post of Business Administrator at Stoke Damerel Community College.

We are a proud member of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing their own distinctive character.

Stoke Damerel Community College is a successful, oversubscribed and inclusive college at the heart of the local community. We are a vibrant and forward thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, while securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

Our website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information – Email [info@sdcc.net](mailto:info@sdcc.net) or telephone (01752) 556065. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Stoke Damerel Community College is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS check and uptake of references.



Miss A Frier  
Principal

## Greenshaw Learning Trust – About us

The Greenshaw Learning Trust is a successful multi academy trust that provides high quality comprehensive, non-selective and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve.

Each school in the Greenshaw Learning Trust is led by its own leadership team and a local governing body, who have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure to ensure that they achieve real benefits from collaboration and receive the support that they need. Our culture of trust and openness fosters mutual support and continual improvement.

School-to-school collaboration is enabled by regular contact between school leaders and joint training and development, supplemented by a shared service team of specialist pedagogical and support service experts. Our shared services provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, family liaison, therapies, data management, estates and facilities, finance, HR, catering, and governance.

From its establishment in 2014, the Trust has grown significantly and currently employs around 2,150 people and educates over 14,000 students. We have approval to open a new secondary school and secondary special school in South London and we are planning to grow further over the coming months and years.

## The Greenshaw Learning Trust Mission Statement

*We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.*

*We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.*

*We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.*

## Terms and Conditions

**Line Managed by:** Reception Manager

**Line Management:** N/A

**Contract:** Permanent

**Salary:** Salary calculated in line with NJC pay scale,  
Grade B Points 3 - 4  
**Plymouth £18,562 - £18,933 fte, per annum  
(subject to pay award)**

**Hours of Work:** 20 hours per week x 42 weeks per year

**Start Date:** As soon as possible

**Place of Work:** The successful post holder will be based at Stoke Damerel Community College.

**Medical Examination:** Appointments are subject to a satisfactory medical report.

**Superannuation:** Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

**Disclosure & Barring Service Check:** This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check.

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All teaching and support members of staff must undertake the required pre-employment checks which include the uptake of references both professional and personal and a satisfactory enhanced Disclosure and Barring Service (DBS) Check.

## Greenshaw Learning Trust Employee Benefits

The Greenshaw Learning Trust recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government Pension Scheme.
- Cycle to work scheme.
- Gym membership scheme.
- Employee Assistance Programme.
- Eye Care Voucher scheme.
- Childcare Voucher Scheme
- Car Benefit Scheme
- My Health discounts

## **Main responsibilities and duties:**

To provide administrative support to the school including general administration, financial processes and customer facing reception duties.

## **Job Description**

### **Accountabilities:**

- Provide a high quality administrative support service as required.
- Undertake reception duties, answering the telephone, dealing with face to face enquiries and signing in visitors.
- Provide general clerical support e.g. photocopying, filing, e-mail, daily post, complete standard forms and respond to routine correspondence.
- Undertake housekeeping of electronic data systems ensuring clean live data is retained at all times.
- Raise purchase orders on the Trust finance system PS Financials, accept deliveries and confirm the receipt of goods.
- Administer online accounts with suppliers.
- Maintain stock inventory including stocktakes for the School Shop and uniform sales.
- Administer the collection of student/parent income via ParentPay for catering, school trips, extra-curricular activities, product sales (including uniform, revision guides, stationery, exams, photographs, lockers etc.), charity collections, and donations.
- Support the community sports team with the collection of income from school lettings.
- Count and process any cash collected on site.
- Deal with queries from staff, parents, students and suppliers.
- Liaise with the GLT Shared Services Finance Team regarding new supplier credit accounts, purchase requisition, authorisation of invoices for payment and sales invoices.
- Produce internal recharges for catering, trips and reprographics.
- Support with the organisation of events.
- Undertake other duties as directed and commensurate with the grading of the role.

### **Trust Standards**

- Act at all times in accordance with appropriate legislation and regulations, codes of practice, the provisions of the Trust's Code of Practice and its policies and procedures.
- Work within the requirements of the Trust's Health and Safety policy, performance standards, safe systems of work and procedures.
- Undertake all duties with due regard to the Trust's equalities policy and relevant legislation

These responsibilities may be varied from time to time to meet the changing needs of the college.

## Person Specification

Criteria	Essential	Desirable
<b>Training, Qualifications and Experience:</b> On their application form, candidates will demonstrate that they have the following training, qualifications, and experience:		
	<ul style="list-style-type: none"> <li>• Strong academic record, including English and Maths GCSE at Grade C or equivalent</li> <li>• Experience of working in an office environment providing general administrative support</li> <li>• Experienced user of Office Suite applications i.e. Excel and Word</li> </ul>	<ul style="list-style-type: none"> <li>• Business management qualification (or equivalent)</li> <li>• Experience of working in an office environment providing financial support.</li> <li>• Experience of using Google Suite applications</li> <li>• Experience of using a computerised financial or other data management system</li> </ul>
<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:		
	<ul style="list-style-type: none"> <li>• Ability to solve straightforward problems and work on own initiative</li> <li>• Good numeracy and literacy skills</li> <li>• Good verbal and written communication skills</li> <li>• Ability to work to tight deadlines whilst maintaining accuracy</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the operational and business functions and duties of an Academy Trust</li> </ul>
<b>Personal Qualities:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following personal qualities:		
	<ul style="list-style-type: none"> <li>• Ability to maintain confidentiality at all times</li> <li>• Ability to be flexible and supportive to colleagues</li> <li>• Enthusiastic and willing to learn new skills</li> <li>• Resilience, tact and diplomacy, even when under pressure</li> <li>• Ability to deliver a customer focused service with a positive and supportive approach</li> <li>• Be personable and set a good example to colleagues and pupils</li> </ul>	

## The Recruitment Process

### 1. Application

To apply for a staff vacancy, please register for an online account to complete the application form. Please visit our website [www.greenshawlearningtrust.co.uk/join-us/staff-vacancies](http://www.greenshawlearningtrust.co.uk/join-us/staff-vacancies)

The recruitment process is managed via your online account and you will receive notifications regarding the progress of your application.

The completed online application form should be accompanied by a personal statement of suitability of no more than 2 sides of A4. In the application form and personal statement, you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than **midnight on Monday 7<sup>th</sup> June 2021**. Applications received after this date and time will not be considered.

### 2. Shortlisting

Shortlisting will be finalised as soon as possible. Shortlisted applicants will be invited by telephone or email to attend a formal interview process. Please make sure you have indicated clearly day and evening telephone numbers on which you can be reached. References will be taken up after shortlisting.

### 3. Interview Process

The interview process may consist of a practical test related to the knowledge and abilities in the Person Specification. A further shortlisting process may then take place and shortlisted applicants will be invited to a final formal interview

### 4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

### 5. Taking up post

The successful applicant will take up post as soon as possible.

### 6. Additional information

For further information, please contact the Plymouth HR team via email: [hr@sdcc.net](mailto:hr@sdcc.net)