



GREENSHAW
LEARNING TRUST



JOHN MADEJSKI
ACADEMY

Administrator Recruitment Pack

**ALWAYS
LEARNING**

Contents

- **Candidate Letter**
- **Introduction - Greenshaw Learning Trust (GLT)**
- **GLT Mission Statement**
- **GLT Employee Benefits**
- **Terms and Conditions**
- **Main Responsibilities and Duties**
- **Job Description**
- **Person Specification**
- **The Recruitment Process**

Dear Candidate

Thank you for your interest in the role of **Administrator** at John Madejski Academy.

This is a unique and exciting opportunity for an inspirational and aspirational individual to join John Madejski Academy and further contribute to the life chances of our young people in the school, and across the Trust.

The School is on a rapid trajectory of improvement that will be sustained over many years, it is a chance to be part of something very special. It will support career development and equip you for further development opportunities within the School and within our Trust. We are based in Reading in Berkshire, a culturally rich and bustling area of the country providing good access to Oxford and London. The area we serve is diverse, and therefore our catchment and students offer a range of expectations and challenges, being able to drive ambitions is key. This school will be one of the best schools in the country in the near future, and this is an incredible opportunity to join us on the start of our improvement journey.

John Madejski Academy joined the Greenshaw Learning Trust on 1st January 2025. We are proud to be one of the newest members 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 our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and be kind and we believe that there is no ceiling on what children can achieve in the right conditions.

As one of the highest performing multi-academy trusts in the country, we currently comprise of thirty six schools: eleven in South London, six in Berkshire, one in Surrey, fifteen in Gloucestershire and South Gloucestershire, and three in Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We are ambitious about diversity and inclusion and very much look forward to receiving applications from candidates whose personal qualities and values reflect those in the person specification and whose experiences also place them in a strong position to deliver the challenges set out in the job description. We encourage applications from candidates regardless of age, disability, gender identity, sexual orientation, pregnancy, marital status, religion, belief, or race.

John Madejski Academy 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 disclosure. The school website provides a clear picture of our aspirations and our vision; however, please do not hesitate to contact us to seek further information. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.

Yours sincerely

Jonathan Heap
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive 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. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which 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, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

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.

Greenshaw Learning Trust Employee Benefits

The GLT 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 (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Office Manager
Contract:	Permanent
Salary:	Salary calculated in line with NJC pay scale, Grade C, points 3-5: £24,027-£24,790. (starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)
Hours of Work:	37 hours per week, Term Time only + INSET days, 44.967 weeks
Place of Work:	John Madejski Academy, 125 Hartland Road, Reading, RG2 8AF
Medical Examination:	The appointment is 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 (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

Operating as an active member of the school administration team to provide general administrative duties in support of an efficient and effective service for the day to day running of the school.

Main Duties / Responsibilities:

Organisation:

- To support with reception duties when required, welcoming and signing in visitors, and directing telephone and face to face enquiries for the whole school
- To maintain the school office with regard to appearance, displays and information
- To liaise with parents/carers, students and staff to respond to a range of enquiries from a variety of sources (internal and external) including referrals from the schools reception service
- To assist in organising arrangements for Parents' Evenings, Information Evenings, Open Evenings, school trips (inc transport)
- To send communications to parents/carers and students using school communications systems.
- To update parent and student information on the school data management system
- To organise and collaborate information and documentation, i.e suspension packs. attendance information etc.

Administration:

- To provide general administrative support e.g. filing, scanning, completing standard forms, responding to routine correspondence
- To prepare specialist documents using IT packages, including certificates
- To maintain and collate pupil records and annually update/archive records
- To undertake administrative duties under the direction of the Office Manager
- To operate relevant equipment and have an excellent knowledge of ICT packages (eg Word, Excel, databases, spreadsheets, email, internet)
- To be responsible for maintaining stock and supplies, cataloguing and distributing as required
- To signpost parents as to how uniform can be obtained
- To support with organising school photographs, distribution of photos, etc.
- To be a point of contact with students requiring support around health and first aid including providing first aid care and guidance and administering and organising medicines
- To work as part of the wider student support service team to offer advice and support to students on day to day issues, ensuring the appropriate recording and administration systems are in place including management of students who are late

General :

- To play a full part in the life of the school community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To be aware of and support differences and ensure equal opportunities for all.
- To appreciate and support the role of other professionals.
- To participate in training and other learning activities and performance development as required.
- The post holder will be expected to take on other duties and responsibilities commensurate with the grade of the post as directed by the Office Manager, Headteacher or Deputy Head.

Safeguarding Children:

The Trust is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an enhanced Disclosure & Barring check along with other relevant employment checks.

Special Notes on Conditions:

There may be occasions when the attendance outside of your normal working hours is necessary to fulfil this role, therefore flexibility is required.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Training, Qualifications and Experience: In their application, candidates will demonstrate that they have the following training, qualifications, and experience:
ESSENTIAL
<ul style="list-style-type: none"> • At least five GCSEs or equivalent which must include at least a Grade C / Grade 4 in Maths and English. • Previous administrative experience demonstrating strong organisational skills.
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:
ESSENTIAL
<ul style="list-style-type: none"> • Ability to demonstrate literacy and numeracy skills, including attention to detail. • Ability to prioritise and problem solve to ensure that deadlines are met, whilst working under pressure. • Ability to work as part of a team. • Ability to organise and prioritise workload and work on own initiative. • Ability to maintain a high level of confidentiality and discretion. • Competence to evaluate practices/processes and adapt to, or develop, new ways of working. • Experience of using, maintaining and developing administrative systems. • Fast and accurate keyboard skills. • Ability to use administrative packages, including Word, Excel, Powerpoint and Google. • Ability to find solutions to administrative problems. • Ability to maintain accurate records and filing systems. • Excellent communication with children and parents/carers. • Ability to develop good relations with staff, students and the wider school community. • Possess strong interpersonal skills. • Have a willingness to extend skills through appropriate training. • Understanding of Safeguarding within schools. • Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school. • A willingness to develop self and others.
Additional Requirements:
ESSENTIAL
<ul style="list-style-type: none"> • A passion and desire to drive things forward. • Commitment to working within the school's Safeguarding Policy and Procedures. • Flexibility to undertake any role within the department.

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form 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 11.59pm on 17th March 2025. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised on 18th March 2025. Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on w/c 17th March 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

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 the post as soon as possible.

6. Additional information

For further information, please contact amay@johnmadejskiacademy.co.uk.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.