

Walsall Academy
PERSON SPECIFICATION: Receptionist, Administration and Reprographics Assistant

| Attributes | Essential | Desirable | Evidenced Through |
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| QUALIFICATIONS | <ul style="list-style-type: none"> • GCSE English and Maths Grade C / 4 or above, with further GCSEs | <ul style="list-style-type: none"> • A levels or the equivalent • Higher level relevant qualification • Trained in matters relating to the Safeguarding of children | <ul style="list-style-type: none"> • Evidence of paper qualifications |
| WORK RELATED EXPERIENCE AND ASSOCIATED SKILLS | <ul style="list-style-type: none"> • Experience of working in a busy administrative role within an educational setting • Excellent communication skills • Resilience, patience and professionalism to manage children in a calm yet authoritative manner • Ability to encourage and maintain a good standard of discipline through positive relationships and mutual respect • Ability to communicate to a variety of stakeholders professionally • Ability to plan, organise and complete work to deadlines • Ability to complete work to the required standards of accuracy and presentation • Ability to reflect on own practice | <ul style="list-style-type: none"> • Experience of working in a [secondary] school setting • Experience of working as part of a team | <ul style="list-style-type: none"> • Application Form • Interview and communication |
| SPECIALIST KNOWLEDGE AND UNDERSTANDING | <ul style="list-style-type: none"> • Secure knowledge and understanding of administration in schools • Ability to confidently use ICT software specifically Microsoft Office | <ul style="list-style-type: none"> • Identify ways the administration office can be more effective and efficient by contributing fresh ideas for improvement • Experience of School Based Management Information Software | <ul style="list-style-type: none"> • Application Form • Interview questions |
| PERSONAL SKILLS AND ATTRIBUTES | <ul style="list-style-type: none"> • A commitment to equal opportunities • Ability to establish good and productive working relationships, and work well in a team • Ability to communicate effectively to staff, students, parents, orally and in writing • Ability to be flexible as and when required • Excellent attendance and punctuality • Enthusiasm, energy and stamina • Sense of humour and perspective • Personal presence | | <ul style="list-style-type: none"> • Application Form • Interview questions • References |



WALSALL ACADEMY

CULTURAL STRATEGY 2025/26

SUPER NORTH STAR

Empower our students through engagement in education, to unlock their full personal and academic potential, to become positive leaders of their own learning and valued citizens

VALUES

We expect students to:

- Be positive and smile
- Be kind and caring, showing compassion and empathy
- Be motivated to try their best at all times
- Take personal responsibility for actions and learning
- Be respectful to others and celebrate our diversity
- Be resilient and persevere
- Be prepared to take opportunities on offer in and outside of the classroom

We expect the same from staff and additionally to:

- Be fair and consistent
- Be passionate about delivering high quality teaching, learning and assessment
- Be accountable for student well-being and progress
- Inspire, encourage and nurture talent
- Work collaboratively with all stakeholders including parents
- Take risks and embrace new ideas
- Lead by example and go the extra mile!

We expect the same from leaders and additionally to:

- Articulate a clear vision
- Be passionate and persistent
- Encourage and support colleagues, growing our own talent
- Always seek to improve
- Be visible and approachable
- Listen and adapt
- Make tough decisions when required
- Be accountable for the outcomes and performance from teams of staff

ENVIRONMENT

Our learning and supportive community:

- Ensures everyone feels safe and well cared for
- Encourages everyone to work hard alongside inspirational and supportive colleagues, within a supportive network of teams, aiming for mutually challenging goals
- Benefits from functioning in a building of which we are all proud and which provides staff and students with the facilities and resources needed to achieve their best
- Contributes to the wider community locally, nationally and internationally with a keen focus on environmental issues