**JOB DESCRIPTION**

**Post title:** Admin Grade 5

**Academy:** Trust Support Team

**Working time:** 37 Hours – All Year Round

**Pay range:** Grade 5

**Reporting to:** Chief Executive Officer

**Main Purpose of the job:**

To lead and develop the operation of clerical, administrative support as part of the Multi Academy Trust Support Team, by undertaking a wide and varied range of tasks.

**Key Responsibilities:**

* Plan and deliver administrative and other support functions, as determined by the CEO, to meet current and future operational needs of the Trust.
* Updating, maintaining and managing the Trust website
* To undertake reviews within own area of responsibility, identifying problems or issues, making recommendations for corrective action.
* Managing communications between the Trust and partner academies
* To develop systems and processes to meet operational needs and to ensure the high quality of information held.
* Providing stakeholders with advice and guidance where necessary
* Triage complaints for academies providing support and guidance to resolve complex and contentious issues.
* To provide authoritative advice and guidance to colleagues, governors, parents/carers and business contacts with regard to policies, processes and services provided
* Managing the policy cycle review

**General Office Administration:**

* Answering general phone queries
* Monitoring the generic Trust email inboxes and responding to or referring queries as required.
* Booking meeting rooms at Jubilee House for Trust meetings
* Support with meeting room set up/take down for Trust meetings
* Organise refreshments for meetings as required by the Trust
* Administer the Trust’s above and beyond reward scheme
* Organise seasonal gifts for academies as required.
* Maintaining a supply of office stationery
* Tracking Partner Academy visits on Evolve in line with the visits policy
* Administering Hays annual training packages - Safeguarding Training, Sexual Harassment, GDPR

**Board Administration:**

* Support the Trust Senior Team with board administration – setting up Board meetings and the AGM, preparing agendas and taking minutes etc.,
* Audit and Estates Committee meetings- prepare agenda, set up meeting, take minutes etc.
* Collating the Declarations of Business Interests and updating the Board attendance on the SNMAT website

**Governance Administration:**

* Administer the application and appointment process for all governors across the Trust
* Ensure governor resignations are dealt with in a timely manner
* Be the point of contact for administrative changes to academy governing bodies; responding or referring queries on as appropriate.
* Update GIAS with changes to governance personnel as they occur.
* Set up new local governing bodies for academies joining the Trust.
* Create termly governance newsletter
* Support the CEO with Governance Forums & senior governor meetings
* Support the CEO with the skills audit, termly planner, LGB termly agendas, governance meeting dates

**Academy Improvement:**

Support the Academy Improvement Director/team with:

* Administering and providing support for the annual training programme
* Co-ordination of the bespoke/additional academy improvement support and networks.

 **Supporting Information**

The current key responsibilities of this post are outlined in this job description but are not exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post’s banding and whenever reasonably instructed.

This job description is current at the date below and does not form part of your contract of employment. This may be amended as the need arises to reflect or anticipate changes to the role/duties following consultation with the post holder.

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Holder Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Head Teacher/Principal/CEO Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Experience/Knowledge**  | **Essential** | **Desirable** |
| * Used to carrying out a wide range of complex administrative duties
* Working with a variety of IT systems including word processing, spreadsheets and database operations
* Dealing with confidential and sensitive information in accordance with data protection principles
* Communicating with a wide range of staff and Trust stakeholders to provide advice, guidance, instruction or information possibly on a range of options and subjects, e.g. guiding governors and business managers through the schools admissions and appeals procedures, liaising with suppliers/contrators with regard to goods and services supplied.
* Interpreting written instructions/manuals to carry out processes and procedures without regular supervision.
* Some analysis and interpretation required when determining the most appropriate action from a range of alternative options
 | ✓✓✓✓✓✓ |  |
| **Education/Training** |  |  |
| * Good academic standard of general education to GCSE ‘A’ level standards/NVQ level 3 or equivalent plus specialist training/development and work experience across a technical or specialist area.
* Willingness to undertake further training
 | ✓✓ |  |
| **Skills** |  |  |
| * Highly organised with a great attention to detail
* Ability to prioritise workload and effectively meet deadlines
* Ability to organise, lead and motivate other staff
* Elements of creativity and/or forward thinking are fundamental to the post’s activities e.g. gathering and collating data, recording information on databases, such as the financial management system, Governorhub, MS Teams. Designing newsletters and website content.
* Have clear and concise communication skills, both written and verbal
* Thinks creatively and able to contribute to the wider school community and activities
* Ability to remain calm under pressure and prioritise demands to meet deadlines
* Use of computer keyboard with precision and speed is necessary to carry out the majority of the post’s duties. e.g. word processing documents where layout and formatting is required, such as board agendas and minutes, accurate and sensitive data inputting into information systems, use of graphics software to produce newsletters, posters, publications, etc.
 | ✓✓✓✓✓✓✓✓ |  |
| **Specific Requirements** |  |  |
| Flexible in terms of working evenings on occasion in line with school calendar Commitment to a whole school ethosCommitment to children’s personal and social development Commitment to the staff team  | ✓✓✓ |  |