

| JOB DESCRIPTION |                               |
|-----------------|-------------------------------|
| Job Title       | Central Administrator         |
| Salary Scale    | F                             |
| Hours of Work   | 37 hours per week             |
| Weeks Worked    | 52 weeks per year             |
| Responsible to  | Director of Operations        |
| Location        | Hewett with occasional travel |

## MAIN PURPOSE OF ROLE

- To support the Trust Business Services function with prioritised support on business critical tasks.
- To provide confidential, efficient and effective secretarial, organisational and administrative support as required to the HR Director and the Director of Operations in all matters.
- To ensure high standards of communication between the HR Director and Director of Operations, Principals, Trust, Central Staff, Executive Leadership Team, Governors and staff and all external stakeholders.

## BACKGROUND TASKS

- Providing support to Managers with Every system responsibilities including chasing up scheduled tasks, uploading information, agreeing data structure, preparing reports to agreed schedule, recommending improvements, supporting training and communications.
- Arranging Contract review meetings and ensuring these are minuted and actions are followed through.
- Archiving of files across all of the Business Services functions
- Assisting in preparation of letters, presentations and reports as required
- Minuting of meetings to a high standard
- Other Tasks as required.

## BUSINESS RELATIONSHIPS

- Business owners of Every system modules
- Senior staff within Central services
- School site staff (re compliance section of Every)
- School Principals (re Contract review input & feedback)

## Job Description

- External Contract suppliers (re Service reviews)

### **PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES**

To act as confidential support to the HR Director and the Director of Operations. Duties to include:

- Organising the diaries of the HR Director and the Director of Operations, and arranging Trust meetings on their behalf. To include both internal Trust meetings and those with external stakeholders
- Keeping both the HR Director and the Director of Operations on schedule on a day to day basis
- Ability to plan ahead for meetings required
- Drafting and circulating agendas for meetings as requested/chaired by the HR Director and the Director of Operations. Arranging meeting rooms, sending electronic diary invitations, and ensuring advance circulation of relevant papers.
- To undertake administrative, secretarial, typing, computing and information/data services, ensuring functions efficiently meet the needs of Central Services.
- To undertake office duties in conjunction with other administrative staff; check daily voicemails, answer phone calls, and visitor requests and distribute incoming post and prepare outgoing post
- To offer a professional and courteous service to all stakeholders
- To respond promptly to any telephone and other messages, and to deal with as appropriate, assisting with any routine queries (Managing incoming communication received ensuring prompt and appropriate responses are made on behalf of the Trust following liaison with other staff as needed. Supporting the HR Director and the Director of Operations in dealing with e-mail communication directly received by them.
- In liaison with HR, support induction for new employees, ensuring paperwork is completed in accordance with Trust requirements
- To undertake photocopying, laminating, filing, scanning, attaching files to documents and shredding and emailing as appropriate
- To contribute to maintaining an accurate and up to date Central Services calendar and book meeting rooms
- Support colleagues where necessary
- To assist with providing administrative cover to other business areas within the Trust as required and where reasonable
- To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Executive Leadership Team
- Expectation of complete confidentiality on all business matters

### **PERFORMANCE MANAGEMENT**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

## Job Description



### CONTEXT

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and pupils and being flexible in a demanding environment.

### MISCELLANEOUS

To undertake any further tasks which could be reasonably expected by the Trust.

The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information.

The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain his/her personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equal Opportunities Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and task, but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure & Barring Service) to be undertaken. It is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Trust.**

| PERSON SPECIFICATION  |           |           |
|---|-----------|-----------|
|   | ESSENTIAL | DESIRABLE |
| <b>Qualifications</b>   |           |           |
| Good numeracy and literacy skills/GCSE (or equivalent) Maths and English  | ✓         |           |
| NVQ Level 2 or equivalent   |           | ✓         |
| <b>Experience</b>   |           |           |
| General clerical or administrative work (Sound experience of development, management and operation of organisational and administrative procedures  | ✓         |           |
| Experience of problem solving and of dealing with and prioritising a wide range of day to day tasks   |           |           |
| Experience of dealing with confidential information   |           |           |
| Is fully competent at using ICT   | ✓         |           |
| First aid at work training  |           | ✓         |
| <b>Professional Skills and Attributes (Knowledge)</b>   |           |           |
| Ability to work on own initiative with minimal supervision in a highly professional and confidential manner   | ✓         |           |
| Able to build good working relationships with Trust Staff and stakeholders, and build and retain the confidence of the HR Director and the Director of Operations in managing their day to day events on their behalf   | ✓         |           |
| Ability to work constructively and flexibly as part of a team and build good working relationships with a range of Trustees, Governors, external stakeholders and to be able to deal with difficult, often unexpected, situations as and when they arise in a calm and effective manner | ✓         |           |
| Ability to work well under pressure   | ✓         |           |
| Can meet deadlines by effective planning and time management  | ✓         |           |
| Calm and courteous approach   | ✓         |           |
| Good communication skills, both written and spoken  | ✓         |           |
| Participate in development and training opportunities   | ✓         |           |
| <b>Knowledge and Understanding</b>  |           |           |
| An understanding of Academy roles and responsibilities  | ✓         |           |
| An understanding of the support function in an Academy setting and the wider Inspiration Trust setting  | ✓         |           |
| Experience of Google Platform including GMail and Drive   |           |           |
| Knowledge of relevant policies/codes of practice/legislation  | ✓         |           |
| Proactive and flexible approach with ability to embrace a fast paced changing environment   |           |           |
| Good understanding and ability to use relevant technology eg photocopier, emails etc  | ✓         |           |