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**JOB DESCRIPTION**

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| **School:** | **West Norfolk Academies Trust – Primarily at Springwood High School, but working between all 11 sites on an as-needed basis.** |
| **Job Title:** | **Trust Confidential Administrator** |
| **Grade:** | **Support Scale F, Point 12–17 Approx. £20,318-£24,333/year****(£22,571 – £24,920 Full Time Equivalent)** |
| **Hours/weeks:** | **37 hours per week, 41 weeks per year (Term Time + 3 weeks)** |
| **Responsible to:** | **PA to the Deputy CEO/Trust Manager** |
| **Working With:** | **PA to the Deputy CEO****CEO****Deputy CEO****Head Teachers****Chief Financial and Operations Officer** |

**Purpose of the Job**

To provide high quality and confidential administrative support to the West Norfolk Academies Trust Executive team and local Governing bodies.

As a confidential Administrator you will be providing high quality, accurate administration support to the Trusts Executive Team under the direction of the PA to the deputy CEO.

In addition, you will act as a conduit connecting Governing bodies with the Trust Executive Team, supplying administrative support as/when required to support this process.

The post holder will need to possess a great deal of professionalism alongside excellent communication and administrative skills. This role will include handling material of a sensitive nature and the post holder will be required to maintain complete confidentiality and integrity at all times.

**Responsibilities**

* To work closely with the PA to the Deputy CEO/Trust Manager to provide effective support for the Trust Executive Team.
* To deputise in the co-ordination of the CEO or Deputy CEO diaries in the absence of either PA as required.
* Arrange hospitality for all meetings, visitors and school events as required by the PA to the Deputy CEO or Executive Team.
* Organise and clerk Trust Head Teacher meetings as required by the PA to the Deputy CEO and/or provide administration support for any follow up actions.
* Direct members of staff to appropriate policies where required.
* Attend meetings and to take minutes when required.
* Support the PA to the Deputy CEO with arranging whole Trust Heads of Department/Curriculum leads meetings and any subsequent administration arising from these meetings.
* Ensure that Literacy meetings are organised as required, collating any paperwork and coordinating the agenda on behalf of the Deputy CEO.
* Provide adhoc administration support, including photocopying and filing as required by the Executive Team.
* Coordinate and clerk any academic meetings as required by the PA to the Deputy CEO.
* Coordinate and minute Trust Equality and Diversity meetings as required.
* Support the Deputy CEO with all administration aspects of Trust Staff Wellbeing meetings and any subsequent actions that may arise.
* To organise and minute any whole Trust Music meetings as required.
* Ensure all actions arising from any meetings are followed up and actioned accordingly.
* Support the Trust in the organisation of Governance across our Academies.
* Support the PA to the Deputy CEO in the procurement of Trust Marketing merchandise as required.
* Organise/Support/Coordinate any adhoc Trust events as required.
* Provide all aspects of clerking services, including minutes and Governor training for local Governing bodies as directed by the PA to the Deputy CEO.
* Advise Governing bodies on Governance, legislation and procedural matters where necessary, before, during and after meetings where required.
* Send new Governors induction materials and ensure they have access to appropriate documents, including any agreed code of practice; and
* Contribute to the induction of Governors taking on new roles, in particular chair or chair of a committee as required.
* Support with PEX meetings as directed by the PA to the Deputy CEO.
* Maintain GIAS Governing body updates for all Trust schools, ensuring that the information held is current and up to date at all times.
* Adhere to safeguarding requirements in all matters, including Safer Recruitment.
* Ensure that all work is undertaken in accordance with agreed policies, procedures and appropriate legislation, and that this is adhered to across the team.
* Perform any other tasks commensurate with the grade as may be determined by the CEO, or Deputy CEO from time to time.

**Role Context**

* A significant amount of information dealt with is confidential and it is important that this is dealt with discreetly and with integrity, ensuring that the information is not disclosed to any unauthorised person.
* Due to the routine of the Trust, the workload may not be evenly spread throughout the year, flexibility of hours will be vital to fulfil the duties required.

**Promotion of Trust Values**

There is a requirement for this post holder to:

* Positively support the work of West Norfolk Academies Trust and our individual Academies, developing strong working relationships with all Trust and Academy based staff.
* Support and contribute to the Trust’s commitment to safeguarding all students.
* Maintain awareness of the School’s duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
* Comply with the codes of conduct, regulations and policies of the School and Trust and its commitment to equal opportunities.

**Job context and flexibility**

The duties and responsibilities listed in this job description provide a summary of the main aspects of the role. This is not an exhaustive list and the post holder may be required to carry out other tasks, as deemed appropriate to the grade and nature of the post. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher to reflect or anticipate changes in the post commensurate with the grade or job title.

Due to the routine of the school, the workload may not be evenly spread throughout the year. Flexibility of hours, and a flexible attitude and willingness to assist others in the team, when required is necessary.

Where the post holder has a budgetary responsibility, it is a requirement of the role to work within the Academy’s financial regulations.

The Trust is committed to safeguarding and promoting the welfare of children and young people including positive mental health and expects all staff and volunteers to share in this commitment. All staff appointments are subject to satisfactory references and an enhanced DBS check with barred list.

The post is exempt from the Rehabilitation of Offenders Act 1974 but Exceptions Order may apply.

**PERSON SPECIFICATION**

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| **Qualifications** | **Essential** | **Desirable** | **How assessed** |
| Level 2 English qualification or equivalent experience | **✓** |  | Appl |
| Level 2 Maths qualification or equivalent experience |  | **✓** |
| ICT qualification |  | **✓** |

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| **Experience** | **Essential** | **Desirable** | **How assessed** |
| Experience of working in a busy office role | **✓** |  | Appl/Int |
| Experience of a range of administration tasks | **✓** |  |
| Experience of using MS Office | **✓** |  |
| Experience of producing professional documents | **✓** |  |
| Experience of working in an Administrative support role.  |  | **✓** |
| Experience of working within an Education environment |  | **✓** |
| Experience of using a Management Information system |  | **✓** |

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| **Skills, Attributes and Knowledge** | **Essential** | **Desirable** | **How assessed** |
| Excellent verbal and written communication skills | **✓** |  | Appl/Int |
| A professional approach to work, with clear understanding of confidentiality | **✓** |  |
| Work under pressure to meet deadlines. | **✓** |  |
| Use a solution focused approach | **✓** |  |
| Excellent ICT skills | **✓** |  |
| Excellent organisational skills | **✓** |  |
| Excellent interpersonal skills | **✓** |  |
| Willingness to learn and develop new skills | **✓** |  |
| Knowledge of Equality and Diversity and an understanding of issues faced by vulnerable children and young people. |  | **✓** |

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| **Personal qualities** | **Essential** | **Desirable** | **How assessed** |
| Self-motivated and ability to use own initiative | **✓** |  | Int |
| High expectations of self and others | **✓** |  |
| Face all challenges with a positive attitude to achieve the desired outcome. | **✓** |  |
| Positive Attitude to Work | **✓** |  |
| Supporting positive mental health within the school | **✓** |  |
| Flexible and adaptable to meet changing deadlines and peaks and troughs in workload | **✓** |  |
| Integrity, trustworthy, honest and open | **✓** |  |
| Able to prioritise and multi-task effectively | **✓** |  |
| Ability to be flexible | **✓** |  |

Appl = Application form Int = Interview Ref = Reference