

Location: Redhill Academy Trust's Central Offices, Calverton, Nottingham, NG14 6JZ

Salary: Redhill Academy Trust Pay Scale, Band 6, Scale Points 29 - 32

Hours of work: 20 hours per week, term time only

Responsible to: Director of Operations

Post objective: Perform a wide range of administrative and office support activities for the department to facilitate the efficient operation of the Central Offices.

Main Duties and Responsibilities:

- Provide administrative support to staff within the Operations Team including typing, scanning, photocopying, reproduction and filing of reports, letters, and other correspondence.
- Support the administrative function of the Compliance Team including agenda production and management, timely collation and circulation of meeting papers, minute taking, follow up of actions as required from the meetings, and maintain highly effective audit trails, version control and tracking processes.
- You will support the organisation and scheduling of a range of meetings to support the compliance team, this will include the full facilitation of meetings and quality assurance of papers/reports and prompting and following up work assigned to senior colleagues to ensure meeting deadlines are met.
- Collate and maintain information about trustees such as any onboarding checks, pecuniary interests, training and attendance at meetings.
- Maintain existing filing systems and ensure relevant documentation is stored as appropriate with any relevant audit trails.
- Representing the business with a positive attitude and professional appearance
- Open, sort and distribute incoming correspondence.
- Taking and directing calls.
- Fielding and directing sales calls to appropriate colleagues/departments.
- Setting up meeting facilities, in Central Offices meeting rooms
- Arranging for any catering requirements for meetings

General

- Attendance at staff meetings and INSET activities where relevant.
- To uphold and actively support the Trust's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.