



## **STAR ACADEMIES**

*Nurturing Today's Young People, Inspiring Tomorrow's Leaders*

### **EDUCATION BUSINESS ADMINISTRATOR**

#### **JOB DESCRIPTION**

##### **JOB PURPOSE**

To support our education team to deliver education excellence, character development and service to communities in each of our schools.

##### **JOB SUMMARY**

1. Provide a professional, efficient and effective support function to our central education team.
2. Provide administrative support to Star Central's Education Team.

##### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

###### **1 Business Administration**

- 1.1 Support the effective implementation of administrative systems within the Education Team (Curriculum, Inclusion and Teaching) as directed by the Head of Education Support, including filing, word processing, maintaining records, ordering and receipt of goods, database management etc.
- 1.2 Support the delivery of Star Conferences, training and events relating to curriculum – including during evenings and at weekends on occasion.
- 1.3 Provide administrative support to the recruitment, induction and training of Star Central colleagues within the Education Team.

###### **2 Curriculum**

- 2.1 Provide administrative support to the work of colleagues within the Curriculum and Standards Team.
- 2.2 Support the maintenance of the primary and secondary curriculum portals.
- 2.3 Support the maintenance of the primary and secondary subject leaders' and senior leaders' network sites.
- 2.4 Liaise with school leaders across the Trust as needed to collate, record and process information from audits.
- 2.5 Support the administration of the primary and secondary Star Readers' Challenge.

###### **3 Inclusion (Attendance, Behaviour, Safeguarding, Special Educational Needs)**

- 3.1 Provide administrative support to the work of colleagues within the Inclusion Team.
- 3.2 Support the maintenance of Trust network sites relating to Inclusion to support the work of school leaders.

- 3.3 Liaise with school leaders across the Trust as needed to collate, record and process information from audits.
- 3.4 Support the administration of the primary and secondary Star Diploma and audits relating to Rising Stars Framework.

#### **4 Teaching**

- 4.1 Provide administrative support to the work of colleagues within the Teaching Team.
- 4.2 Support the maintenance of Trust network sites relating to Teaching to support the work of school leaders.
- 4.3 Liaise with school leaders across the Trust as needed to collate, record and process information from audits.
- 4.4 Maintain accurate records of teaching and learning activities, tracking progress and ensuring compliance with Trust policies.

#### **5 Other Responsibilities**

- 5.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 5.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 5.3 Contribute to the wider life of the Trust and the Star community.
- 5.4 Carry out any such duties as may be reasonably required by the Trust.

#### **6 Records Management**

- 6.1 All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust's policies and procedures on records management.

*This appointment is with Star Academies. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Star Academies Contract'.*



Star

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### PERSON SPECIFICATION

			Assessed by:	
No	CATEGORIES	Essential/ Desirable	App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 GCSEs (incl. Maths and English Grade 5 or above).	E	✓	
2.	A Levels at Grade 'C' (or NVQ Level 3 at grade DDD) or above.	E	✓	
3.	Evidence of continuous professional development and training.	D	✓	
<b>EXPERIENCE</b>				
4.	Experience within an administration role.	D	✓	✓
5.	Experience of drafting reports and producing spreadsheets.	D	✓	✓
6.	Experience of working in a professional setting.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
7.	Ability to prioritise conflicting demands and manage effectively under pressure.	E	✓	✓
8.	Excellent analytical skills, good attention to detail and experience in maintaining accurate records.	E	✓	✓
9.	Understanding of the importance of safeguarding.	E	✓	✓
10.	Ability to be flexible and able to respond effectively to new situations and queries.	E	✓	✓
11.	Ability to build effective working relationships with colleagues at all levels.	E	✓	✓
12.	Ability to work effectively to deadlines and manage contributions from others.	E	✓	✓
13.	Competent in the use of MS Office suite, including for the production of professional looking documents, and establishing and maintaining databases.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Ability to maintain strict confidentiality in all matters.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
15.	Adaptability to change and embracing of innovation and creativity.	E	✓	✓
16.	Energy, vigour and perseverance.	E	✓	✓
17.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
18.	A strong commitment to the Trust value of 'Service'.	E	✓	✓
19.	A strong commitment to the Trust value of 'Teamwork'.	E	✓	✓
20.	A strong commitment to the Trust value of 'Ambition'.	E	✓	✓
21.	A strong commitment to the Trust value of 'Respect'.	E	✓	✓
22.	Commitment to support Star Academies' agenda for safeguarding and equality and diversity.	E	✓	✓
23.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓