

English Hub Administrative Assistant

Start date: As soon as possible, subject to DBS clearance

18 hours per week (3 days Wednesday, Thursday and Friday)

Grade 5 (scp15-25)

FTE - £24,790 – £30,060 (Actual £10,343 - £12,543)

Term time only

The main responsibilities:

- To support the English Hub Administrator and the English Hub Lead;
- To assist in maintaining office systems and records;
- To monitor the English Hub e-mail and respond to routine enquiries;
- To provide admin support to English Hub Lead, which may include organising the planner and arranging meetings;
- To use computer systems (e.g. Excel) to input details, manage data, run reports as required;
- To carry out any other administrative procedure, within the responsibility level of the post, as directed by the English Hub Lead, Administrator, Headteacher or Business Manager; e.g. share information of schools hub engagement with local authorities, collate information to support EHL in funding decisions, check records to answer queries;
- Use social media, to promote the English hub;
- To liaise with other school staff and outside agencies/organisations, in respect of a varied range of issues, as appropriate;

Person Specification

Essential requirements:

- Ability to work well as a member of a team
- Be able to use Excel competently
- Excellent word processing skills
- Ability to be flexible and cope with interruptions in workload
- To complete all training including safeguarding, GDPR, Prevent compliance and security training
- English and Maths to GCSE Grade C or equivalent
- Ability to communicate effectively to a range of audiences, through excellent written and oral communication skills
- Confidentiality

Preferable requirements:

- Experience of working in an administrative role
- Experienced in training event planning e.g. use ticket tailor, zoom, generating reports used for returns
- Be able to use a range of social media platforms
- Webpage building experience