

JOB DESCRIPTION

JOB TITLE	Governance and Admissions Team Administrator
EMPLOYER	University of Brighton Academies Trust
LOCATION	Post agreed for remote working. Some travel between Trust academies and offices will be required.
SALARY	East Sussex Single Status Grade 5
RESPONSIBLE TO	Local Governance Manager
RESPONSIBLE FOR	N/A
MAIN PURPOSE OF THE JOB	<p>The postholder will be directly involved in varied and interesting work supporting the work of the Governance and Admissions Team.</p> <p>The postholder will provide administrative support to the following:</p> <ul style="list-style-type: none"> Local Governing Bodies (LGB), including clerking, onboarding of members, maintaining records, website updates and end of term/resignation processes Data protection processes including sorting and redacting documents, maintaining logs and records and the follow up of information requests Chief Executive and Executive Team structure including diary management, collation and distribution of meeting papers and note taking.
MAIN TASKS / KEY RESPONSIBILITIES	
1	<p>To work closely with the Local Governance Manager (LGM), to undertake administration tasks in support of the work of Local Boards. Specifically:</p> <ul style="list-style-type: none"> Clerking support to LGBs, as agreed with the LGM, including agenda setting, collation and distribution of papers, taking meeting minutes and follow up of agreed actions Processing of applications to join LGBs, including set up on Governor Hub, Get Information about Schools, academy websites, liaising with academies regarding DBS checks and arranging induction meetings and training Maintenance of training records and declaration of interest registers Processing of end of term/resignations of LGB members including update of all relevant databases

2	<p>To work closely with the Data Protection Manager (DPM) to undertake administration tasks in support of data protection processes and procedures. Specifically:</p> <ul style="list-style-type: none"> • Logging all requests received in respect of Subject Access Requests, Data Rectification Requests, requests for pupil records and Freedom of Information requests • Maintaining electronic filing systems • In conjunction with the DPM, make appropriate requests for data from academies/professional service teams and ensure that this is received in line with statutory deadlines • In conjunction with the DPM, sort and apply appropriate redactions to requested documents
3	<p>To support the work of the Chief Executive and the wider Executive and Leadership Team structure. Specifically:</p> <ul style="list-style-type: none"> • Diary management/meeting arrangements/admin support to CEO • Administration of Executive Team meetings – collation and distribution of papers • Administration of Strategic Team meetings – collation and distribution of papers • Administration of Senior Management Team meetings – collation and distribution of papers, attend and minute meetings • Support to working group meetings as required
4	To help with the administration of financial processes within the department, such as raising purchase orders.
5	To assist with ad hoc projects and the continuous improvement of Governance and Admissions procedures, templates and guidance documents.
6	To liaise positively with central service teams, academy personnel, and other departmental contacts either directly or indirectly.
7	To work collaboratively with colleagues in ICT, Finance, People and other departments as required.
8	To participate in professional development and performance management activities as required by the Trust.
9	To undertake other reasonable duties as directed by your manager.
10	To carry out all activities in line with the Trust's policies including but not limited to Health and Safety and Equal Opportunities.
<p>This Job Description is correct at the time of print and gives the main responsibilities and tasks of the role. These may however be changed or added to as appropriate.</p> <p>There may also be the need for staff to undertake additional duties from time to time, appropriate to the level of the post. Should these additional tasks become a frequent part of the role, the job description will be revised through consultation with the post holder.</p>	
Date: March 2023	
Additional Information	
<p>This post is subject to a Disclosure and Barring Services (DBS) check.</p> <p>This post is exempt from the Rehabilitation of Offenders Act (1974) – applicants must be prepared to disclose all criminal convictions and cautions including those that would otherwise be spent under the Act.</p>	
<p>University of Brighton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	

PERSON SPECIFICATION

EDUCATION AND QUALIFICATIONS

Essential

- GCSE (9-4 or A* to C) passes in Maths and English or equivalent qualifications

Desirable

- Full, part or studying towards a further education qualification or NVQ.

KNOWLEDGE AND EXPERIENCE

Essential

- Extensive experience in office administration and secretarial duties
- Experience of keeping accurate and timely records.
- A thorough working knowledge of Microsoft Office (particularly Word, Excel and Outlook)

Desirable

- Hands-on experience of recording and maintaining accurate records on a computerised system or database
- Experience of working within an educational context
- Interest in governance and information security

KEY SKILLS AND ABILITIES

Essential

- Excellent communication verbal and written skills
- Excellent accuracy and attention to detail
- Ability to produce well-presented, up-to-date records and reports as required
- Ability to work systematically and with determination to achieve deadlines
- Strong organisational skills with the ability to implement and follow systems and procedures

PERSONAL ATTRIBUTES

Essential

- Honesty and integrity
- Ability to work effectively as part of a team
- Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring lower priority work is kept up to date
- Ability to use initiative in understanding and completing tasks
- Ability to positively adapt to change and maintain a flexible approach to tasks and environment
- Ability to show sensitivity and objectivity in dealing with confidential issues
- Commitment to providing high levels of service
- Willingness to participate in training and developmental opportunities offered by the Trust, to further skills and knowledge

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