

Job Description

Job Title: Senior Administration Assistant

Location: Inspiration Trust Centre for Education

Job title	Senior Administration Assistant
Salary Scale	Support Scale E
Hours of Work	37 hour per week
Weeks Worked	52 weeks
Responsible to	Operations Manager
Location	Inspiration Trust Centre for Education

Main purpose of the role

- To provide administrative support services to a high standard, supporting management, other hub office staff and participants in an efficient, professional and effective manner.
- To work within a team of multi-skilled administrators, leading on specific areas of responsibilities as directed by the line manager.
- To provide flexibility and support the Teaching School Hub and Central Education Teams with peak workloads.

Organisational relationships

- Responsible to the Operations Manager.
- Direct liaison with a range of stakeholders including Trust and local schools, teachers, school leaders, central education team and other Inspiration Trust staff.

Principal accountabilities and responsibilities

Core Duties	<ul style="list-style-type: none"> • Work closely with Operations Managers to support administrative work within the education and partnership teams • Managing registration and communications for our teacher training courses by email, calendar invite and phone • Proofreading documents • Draft correspondence, as required, on behalf of the education team • Service meetings, including production of agendas/preparation of papers/distribution/minuting • Be proficient with the online delivery platforms used for training and ensure these are used effectively. • Prepare for training events, including communicating with vendors and attendees, arranging catering, setting up refreshments, booking event locations.
Organisation	<ul style="list-style-type: none"> • Support with recruitment and processes for our training courses • Follow yearly communications plans independently, ensuring that planned messaging is shared on time • Organise, attend and participate in stakeholder meetings, including marketing events • Maintain and monitor project schedules and deadlines and ensure that contributors are communicated with clearly.
Communication	<ul style="list-style-type: none"> • Support the creation of social media content across the Trust's training offer • Liaise with key members of the team (subject leads, administrative leads, facilitators, operations managers), maintaining professional communication at all times

	<ul style="list-style-type: none"> • Ensure that all communications to training participants are clear and supportive.
Finance	<ul style="list-style-type: none"> • Routine finance administration, such as: <ul style="list-style-type: none"> ○ Submitting purchase orders to our finance team for events catering and supplies ○ Reviewing invoices received ○ Confirming that goods ordered have been received.
Recording Data	<ul style="list-style-type: none"> • Maintain online systems with accurate contact lists and attendee information for training events • Maintain training attendance data, reporting this data to our training partners and leadership team where appropriate • Support quality assurance by analysing event feedback and coordinating facilitator quality assurance.

Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Miscellaneous

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised

codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English GCSE at 4/C or above Maths GCSE at 4/C or above 	<ul style="list-style-type: none"> Level 3 qualification in relevant subject
Experience	<ul style="list-style-type: none"> 1 year of experience in an administration role 	
Skills & Attributes	<ul style="list-style-type: none"> A high level of spoken and written English Excellent administration and organisational skills including diary management Excellent proof-reading skills The ability to communicate at all levels, in a professional manner, over the telephone, by email and face to face The ability to work unsupervised, using initiative, to prioritise, multi-task and be flexible The ability to work calmly under pressure, and with a ‘can-do’ approach The ability to effectively present information and respond to questions from peers and management Ability to work to tight deadlines A strong attention to detail A smart, professional appearance. 	<ul style="list-style-type: none"> Familiarity with social media, using scheduling software or similar Experience with software such as Canva and Eventbrite for creating newsletters and publicising our CPD events Experience with financial systems for raising purchase orders.
Knowledge and Understanding	<ul style="list-style-type: none"> A high degree of computer literacy including the ability to use all Microsoft software (e.g. Outlook, 	<ul style="list-style-type: none"> An understanding of the education context

	Word, Excel, Forms, Teams, SharePoint, PowerPoint) • Discretion, tact, sensitivity and diplomacy.	• An understanding of Teaching School Hubs and the courses offered
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Signature

Date

Name