



Star

## STAR ACADEMIES

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

### JOB DESCRIPTION

<b>Job Title:</b>	Teaching School Hub Administrator		
<b>Base:</b>	Star Teaching School Hub Network (part of Star Academies), Blackburn		
<b>Reports to:</b>	TSH Director	<b>Grade:</b>	S5 (SCP 12-17)
<b>Staff Responsibility for:</b>	N/A	<b>Salary:</b>	£27,711 to £30,060 per annum
<b>Additional:</b>	As assigned	<b>Term:</b>	Full time Permanent

### JOB PURPOSE

To ensure high quality support with the administration and coordination of Teaching School Hub (TSH) programmes and services, meeting objectives defined by the Teaching School Hub Lead.

This role will primarily support the Appropriate Body (AB) Strategic Lead and AB Coordinator with the management of the TSH's Appropriate Body Service (AB). It will help to maintain and further develop effective delivery of the service across schools, trusts and other stakeholders across the TSHs.

The Star TSH central team will work in partnership with Star's TSH in Birmingham South to provide national coverage of the AB service. The AB Administrator will also work collaboratively with the National Institute of Teaching team to provide high levels of administration to schools, supporting the achievement of shared goals in recruitment, engagement, and satisfaction across the golden thread of AB, Initial Teacher Education, the Early Carers Framework and National Professional Qualifications.

### JOB SUMMARY

1. Provide administrative support for AB and agreed portfolio of professional development programmes and responsibilities ensuring effective and efficient delivery so that participants receive a high-quality learning experience.
2. Ensure partners and participants across the TSHs and nationally receive excellent levels of support and an outstanding customer experience.
3. Support the TSH Director, AB Strategic Lead and AB Coordinator in maintaining and continuing to improve a high-quality AB offer.
4. Support the TSH Director, AB Strategic Lead and AB Coordinator, with the production of robust evidence-based reports for a range of audiences.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

### **1. Programme Administration**

- 1.1 Communicate effectively with service and programme participants across their portfolio of responsibilities.
- 1.2 Fulfil all responsibilities delegated to them for the services and programmes they support.
- 1.3 Support the acquisition of venues and resources and deployment of the AB team and wider TSH team, to deliver services and programmes according to plans.
- 1.4 Support records and reporting in line with Trust and stakeholder requirements, including the DfE.
- 1.5 Support service recipients, partners and participants in their registration experience and their engagement and success on induction assessment, ECF and TSH programmes.
- 1.6 Become fully proficient in the digital platforms utilised for the portfolio of services and programmes.
- 1.7 Respond to improvement priorities locally or nationally.

### **2. Build Relationships within the School-led System.**

- 2.1 Build effective and mutually beneficial relationships with a range of internal and external stakeholders including The Trust, partner schools, associates and participants to administrate services and programmes to a high standard, ensuring we maintain a reputation for excellence.
- 2.2 Represent Star TSH network and the Trust at regional and national events in a positive and constructive manner.

### **3. Marketing and Communication**

- 3.1 Seek new opportunities to promote the TSHs and respond to enquiries in a thoughtful manner to ensure opportunities are maximised.
- 3.2 Support the development, implementation and review of multi-channel marketing and communication plans ensuring the appropriate use of digital content and channels.

### **4. Budget Administration**

- 4.1 Ensure financial transactions of the service and programme portfolio and the Trust are up to date to ensure accurate budget monitoring within the financial systems of the Trust and the NIoT.
- 4.2 Ensure Trust financial procedures and policy guidelines are followed in all areas of the operation.
- 4.3 Ensure that 'Best Value' principles are applied to all appropriate purchasing decisions.

### **5. Facilities and Estate Management**

- 5.1 Be aware of and comply with policies and procedures relating to health and safety, security and reporting all concerns in accordance with the Trust and NIoT procedures.
- 5.2 Ensure service users, programme members and visitors receive a high-quality experience when attending events or visiting the office and staff are provided with a well-resourced and tidy environment in which to work.
- 5.3 Assist with initial enquiries via email and telephone and provide a receptionist service.

## **6. Other Responsibilities**

- 6.1 Promote the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.
- 6.2 Champion the Trust's values of 'Service', 'Teamwork', 'Ambition' and 'Respect'.
- 6.3 Contribute to the wider life of the Trust and the Star community.
- 6.4 Carry out any such duties as may be reasonably required by the Trust.
- 6.5 Attend events and meetings outside of normal working hours as required and with notice where possible.

## **7. Records Management**

- 7.1 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 Contract'.*



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### PERSON SPECIFICATION

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	5 A*-Cs at GCSE including English and Mathematics.	E	✓	
2.	A Levels or an equivalent qualification.	E	✓	
3.	A degree qualification or equivalent.	D	✓	
4.	Evidence of Continuous Professional Development.	E	✓	
<b>EXPERIENCE</b>				
5.	Experience of working in an administrative setting.	E	✓	✓
6.	Experience of administration within education.	D	✓	✓
7.	Experience of financial administration.	D	✓	✓
8.	Experience of using management information systems.	E	✓	✓
9.	Experience of administration for AB, ITE, ECF and/or NPQs and/or an understanding of the context of South Birmingham schools.	D	✓	✓
<b>ABILITIES, SKILLS AND KNOWLEDGE</b>				
10.	Highly proficient in the use of MS Office software packages, such as Word, Excel and Outlook, as well as search engines and online databases.	E	✓	✓
11.	Abilities to prioritise, work efficiently and accurately, particularly under pressure, to deadlines and using own initiative.	E	✓	✓
12.	Strong verbal and written communication skills, including accurate use of Standard English.	E	✓	✓
13.	A sensitivity to the requirements of different audiences and an ability to adapt style appropriately.	E	✓	✓

No	CATEGORIES	Essential/ Desirable	Assessed by:	
			App Form	Interview/ Task
14.	Ability to address sensitive matters with a caring manner and maintaining confidentiality at all times.	E	✓	✓
15.	Ability to build strong working relationships with Trustees, Local Governors, Central Office, College staff, school staff and members of the community.	E	✓	✓
16.	Excellent interpersonal skills and emotional intelligence.	E	✓	✓
17.	Being available and approachable to staff at all levels with varied knowledge.	E	✓	✓
18.	Highest levels of integrity and probity and a commitment to highest levels of effort, endeavour and focus on standards.	E	✓	✓
<b>PERSONAL QUALITIES</b>				
19.	A passionate belief in the Trust's vision of 'nurturing today's young people, inspiring tomorrow's leaders'.	E	✓	✓
20.	A strong commitment to the Trust's value of 'Service'.	E	✓	✓
21.	A strong commitment to the Trust's value of 'Teamwork'.	E	✓	✓
22.	A strong commitment to the Trust's value of 'Ambition'.	E	✓	✓
23.	A strong commitment to the Trust's value of 'Respect'.	E	✓	✓
24.	Commitment to support the Trust's agenda for safeguarding and equality and diversity.	E	✓	✓
25.	Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment.	E	✓	✓