**JOB DESCRIPTION**

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| **Job Title:** | Teaching School Hub Administrator (South Birmingham) | | |
| **Base:** | Star Teaching School Hub Network (part of Star Academies) | | |
| **Reports to:** | Teaching School Hub Lead  (South Birmingham) | **Grade:** | S5 (SP 12-17) |
| **Staff Responsibility for:** | N/A | **Salary:** | £26,241 to £28,770 per annum |
| **Term:** | Full time  Permanent |
| **Additional:** | As assigned |

**JOB PURPOSE**

To primarily ensure high quality support with the administration and coordination of Teaching School Hub programmes within the Star South Birmingham Teaching School Hub and to meet objectives defined by the Teaching School Hub Lead.

This role will also support the Teaching School Hub Lead and the Teaching School Hub Programmes and Partnerships Manager to maintain and develop effective partnerships across schools and other stakeholders within the Teaching School Hub (TSH).

The Star Teaching School Hub team in South Birmingham will work in partnership with the National Institute of Teaching (NIoT)’s South and West leadership team, split across Birmingham and Bristol. The Teaching School Hub Administrator will work collaboratively with this team to provide high levels of administration. supporting the achievement of shared goals in recruitment, engagement, and satisfaction across the golden thread of ITE, ECF and NPQs. They will also play a role in supporting the Teaching School Hub Appropriate Body (AB) Lead to ensure Star provide an excellent AB service within South Birmingham.

**JOB SUMMARY**

1. Provide administrative support for an 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 South Birmingham and the wider area receive excellent levels

of support and an outstanding customer experience.

1. Support the Teaching School Hub Lead and Manager to actively growing the Institute’s offer within the region.
2. Support the Teaching School Hub Lead and Manager with the production of robust evidence-based reports for a range of audiences.
3. Act as Office Manager for the South Birmingham Teaching School Hub office.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

1. **Programme Administration**
2. Communicate effectively with programme participants across their portfolio of responsibilities.
3. Fulfil all responsibilities delegated to them in the project plan for the programmes they support.
4. Support the acquisition of venues and resources and deployment of content developers, facilitators,

coaches, partner schools, etc, in order to deliver programmes according to plans.

1. Support records and reporting in line with Trust and stakeholder requirements, including the DfE.
2. Support partners and participants in their onboarding experience and their engagement and success on the programme.
3. Become fully proficient in the digital platforms utilised for their portfolio of programmes.
4. Respond to improvement priorities locally or nationally.
5. **Build Relationships within the School-led System.**
6. Build effective and mutually beneficial relationships with a range of internal and external stakeholders

including The Trust, partner schools, associates and participants to administrate programmes to a

high standard, ensuring we have a reputation for excellence.

1. Represent Star Teaching School Hub network and the Trust at regional and national events in a positive

and constructive manner.

**3. Marketing and Communication**

1. Seek new opportunities to promote the Institute and respond to enquiries in a thoughtful manner to

ensure opportunities are maximised.

1. 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**

1. Ensure financial transactions of their programme portfolio and the Trust are up to date to ensure accurate budget monitoring within the financial systems of the Trust and the NIoT.
2. Ensure Trust financial procedures and policy guidelines are followed in all areas of the operation.
3. Ensure that ‘Best Value’ principles are applied to all appropriate purchasing decisions.

**5. Facilities and Estate Management**

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.
2. Ensure 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.
3. Assist with initial enquiries via email and telephone and provide a receptionist service.
4. **Other Responsibilities**
5. Promote the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’.
6. Champion the Trust’s values of ‘Service’, ‘Teamwork’, ‘Ambition’ and ‘Respect’.
7. Contribute to the wider life of the Trust and the Star community.
8. Carry out any such duties as may be reasonably required by the Trust.
9. Attend events and meetings outside of normal working hours as required and with notice where

possible.

1. **Records Management**
2. 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 Star Academies 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’.*

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** | |
| --- | --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App**  **Form** | **Interview/Task** |
| **QUALIFICATIONS** | | | | |
| 1. | 5 A\*-C/9-5 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** | 🗸 |  |
| **EXPERIENCE** | | | | |
| 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** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** | | | | |
| 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** | 🗸 | 🗸 |
| 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** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** | | | | |
| 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** | 🗸 | 🗸 |