

Job Description

Support Staff

Role:	TRUST ADMINISTRATION ASSISTANT
School:	Beckfoot Trust
Salary/Grade:	Band 5 SCP 4-6
Reporting to:	Trust Administrator and PA

Core Purpose of the Post:

The Trust Administration Assistant will work closely with the Trust Administrator and PA, Central Improvement Team (CIT) and those employed in Trust schools to ensure the Trust's administration service runs efficiently and supports the Trust's ambition to create remarkable schools where no child is left behind. They will provide high-quality, professional, flexible administration support for Trust colleagues.

Main Duties and responsibilities:

- Provide routine clerical support e.g. photocopying, filing, scanning, emailing, complete routine forms, sort and distribute mail, ensuring supplies of internal forms are kept well stocked.
- Develop and update the Trust's 365 SharePoint/Teams sites and assist with updating the Trust website.
- Assist in the planning, support and delivery of Trust wide events when required.
- Maintain manual systems.
- Data inputting of computerised records/management information systems.
- Produce data/information/basic reports as required.
- Undertake typing, word-processing and other IT based tasks (letters, memos, minutes etc).
- Undertake routine administration, e.g. arranging and coordinating meetings on behalf of other Trust staff/room bookings/minute taking/retrieve and disseminate information as appropriate.
- To give advice and guidance as appropriate, making decisions regarding individual visitors/callers in terms of the advice and information provided and using some judgement within established procedures and guidelines, liaising with other staff and assessing the level of urgency.
- Will work under supervision and on occasion under own initiative, working to the priorities set by the Executive Services Manager/senior Trust staff.

Supervision and range of decision making:

To work under the instruction/guidance of the Executive Services Manager from whom they will receive formal supervision and who will allocate work when necessary. However, much of the work is self-generating, and the post holder will be expected to work within established procedures and guidelines and to prioritise day-to-day work, referring only exceptional or complex queries to senior members of staff. In the absence of the Executive Services Manager, you would be expected to liaise with senior team members to ensure continuation of essential services.

Communications and working with others:

- Promote the Trusts values, core purpose, and key principles.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Will have contact with members of the public/other professionals e.g. teaching staff, directors, parents/carers, community groups, local education authority, external providers etc

Resources:

- Responsible for the safe keeping of office equipment and secure storage of supplies.
- Operate office equipment e.g. photocopier, computer.

<ul style="list-style-type: none"> Maintaining stock and supplies and prepare information to help in the processing of orders, checking delivery notes, cataloguing, and distributing as required. 	
Professional development:	
<ul style="list-style-type: none"> To participate in and organise extracurricular activities, such as outings, social activities, and sporting events; including a willingness to participate in occasional overnight visits. Commitment to own personal and professional development, being prepared to undertake training relevant to the post. 	
Other Considerations:	
<ul style="list-style-type: none"> To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-Ordinator or the Headteacher. To act in accordance with the Data Protection Act and maintain confidentiality at all times e.g. access to staff/student/parent and carer files. Accept and commit to the principles underlying the Schools Equal Rights policies and practices. Be able to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act. Must be legally entitled to work in the UK. Available to work during school hours during term time and a willingness to be flexible as may be required to attend staff meetings/training sessions outside of usual hours. This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you. 	
Safeguarding: No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).	
Intermediate Fluency Duty Required: In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the Intermediate Threshold Level. The post holder should demonstrate they can: Express themselves fluently and spontaneously with minimum effort and, only the requirement to explain difficult concepts may hinder a natural smooth flow of language.	
Notes: This is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade and is not a comprehensive list of all the duties and responsibilities of the post. Successful postholders should not refuse to undertake work, which is not specified on this form and the job description may be amended at any time in consultation with the postholder. Beckfoot Trust is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment. The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition	
Date:	June 2021

Person Specification

Teachers and Support Staff

Role:	TRUST ADMINISTRATION ASSISTANT	
	Essential Requirements	How Identified
Qualifications	Minimum of GCSE English and Mathematics at grade C or above (or equivalent)	Application
Experience	<ul style="list-style-type: none"> • Knowledge/experience of general office work. • Good literacy and numeracy skills. • Good communication skills including telephone/reception/email skills. • Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc. • Working knowledge/use of databases and other software packages e.g. Microsoft Office (Word/Excel/Outlook etc.). • Knowledge of maintaining financial information systems and making payments. • Have a neat and organised approach to work. • Be willing, courteous and able to work both using your own initiative and in a team. • Respect confidentiality. • In line with the Immigration Act 2016; you should be able to demonstrate fluency of the English Language at an Intermediate Threshold Level 	Application References Interview
Training	Commitment to own personal and professional development. Evidence of continued professional development Will not require holiday leave during term time	Application Interview
Knowledge, Skills and Ability	Excellent numerical skills. Good oral and written communicator Look smart and professional Logical, analytical, accurate, organised and be able to work under pressure	Application Interview
Personal Circumstances	Must be legally entitled to work in the UK (Asylum & Immigration Act 1996). Must have the ability to be flexible and work to the requirements of a busy school. Interest in the school's wider role in the community.	Application Interview
Disposition and Attitude	<p>A passion for education and a deep-felt desire to make a difference for young people.</p> <p>To like young people and be liked by them.</p> <p>To possess educational vision underpinned by values.</p> <p>To operate in line with the seven principles of public life of selflessness, integrity, objectivity, accountability, openness, honesty and leadership.</p> <p>Humility: a recognition that the more you know, the less you know! Not being afraid to say 'I don't know'.</p> <p>Be emotionally intelligent: know when to direct, when to challenge and when not to; be able to inspire, present a positive perspective at all times; be able to listen and show awareness of other's sensitivities; to have personal pride and lead by example.</p> <p>Be happy to get your hands dirty. Don't ask people to do things you wouldn't do yourself.</p> <p>Understand the importance of work/ life balance.</p> <p>Enthusiastic, flexible, team player. Enjoy hard work and take constructive criticism.</p>	Application Interview References

	Desire for significant professional development.	
Physical	Resilient. Excellent attendance and punctuality.	References Interview
Equality	A commitment to, and evidence of, promoting diversity and equal opportunities within the Trust, the curriculum and employment practice.	Application Interview