

**Cathedral Schools Trust
Trust Administrator
Job description**

Job title	Trust Administrator
Salary and working pattern	<p>Pay range of SCP 19 - SCP 24 [1.0FTE £26,167 - £29,777] 20 hours per week, term-time (pro-rata 0.4574 FTE (£11,969 - £13,621 per annum))</p> <p>Flexibility in hours, days and weeks worked considered for the right candidate</p> <p>Fixed term from 22nd April 2025 for one year in the first instance</p>
Location and working environment	<p>The Cathedral Schools Trust central office is currently based at St Katherine's School Pill, North Somerset in a recently renovated office space on the school site. Typically this role would be split between the office, in one of our schools or from home depending on meetings. There will be a requirement to occasionally attend meetings from 8am although not necessarily in person.</p> <p>Work is mainly in a busy, open plan office environment with frequent use of IT and telephone. There are often several competing deadlines occurring at a given time – the successful candidate will be able to prioritise effectively, ensuring no deadline is missed.</p> <p>There will also be regular and frequent face to face contact with Trustees, Headteachers, other staff, students and members of the public. Other duties will require the post-holder to support the wider administration of the Trust at key points in the year.</p>
Role Summary	To provide administrative support for the Operations team including wider administrative support for events and projects related to the work of the central team. Support for members of the Core Leadership Group as required.
Start date	22nd April 2025, or as soon as possible thereafter

<p>Duties</p>	<ul style="list-style-type: none"> ● Responsibility for administration of central educational meetings. This will include, but not be limited to, creating agendas, taking minutes and sharing and following up on any action points. ● Support the operations team with Trust communications including newsletters, presentations and social media as required ● Support with key Trust recruitment e.g. Headteachers and central team roles. ● Work with the operations team to set annual format and dates for meetings and create and maintain effective annual calendar ● Supporting the operations team with the organisation of annual Trust Autumn Conference and Trust concert and other adhoc projects, events and priority areas across the Trust as required. ● Support the operations team with compliance administration in areas of GDPR and complaints ● Administrative support for all internal CPD courses ● Administrative support for central team colleagues for Initial Teacher Training programme. ● Administrative support for Primary and Secondary INSET days. ● Support for operations team with office management of central team offices ● Additional administrative support including note taking for the wider team if required as directed by the line manager.
<p>Reporting to</p>	<p>Operations Officer</p>
<p>Safeguarding</p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>

Notes:

The duties outlined in this job description may be modified by the Trust , with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.

Cathedral Schools Trust recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. We welcome applications from people of all backgrounds, but particularly welcome those from BAME backgrounds, as we recognise that our staff team does not currently reflect the diversity of our student body.

As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.