



**Post:** Trust Administrator

**Salary:** Grade 3

**Responsible to:** Company Secretary

### **Job Description:**

*Prince Albert Community Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment. This post is subject to safer recruitment measures, including a DBS check.*

### **Core Purpose**

- Support the Trust Executive Leadership with the day-to-day administration.

### **Duties and Responsibilities**

- Undertake general office duties. For example, welcome visitors, screen/direct phone calls, take messages and oversee postal matters.
- Undertake the day-to-day administrative tasks.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake word processing and complex IT based tasks.
- Provide personal, administrative and organisational support to executive leaders.
- Keep records in accordance with the Trusts record retention schedule and data protection law, ensuring information security and confidentiality at all times.
- Order, monitor and manage resources as required, ensuring best value following the trust's purchasing processes.
- Oversee and operate relevant equipment and IT packages (e.g. Parago, Eventbrite, Trust Governor, OneNote etc...)
- Assist with marketing and promoting the Trust.
- Manage any relevant service contracts and ensure best value when sourcing new providers.
- Ensure environments are kept tidy, organised and in good order at all times.
- Attend meetings as a minute taker- this will include preparing agendas and circulating meeting papers
- Work alongside the CEO and DCEO to provide a full range of advanced secretarial duties
- To maintain and manage Executive Leaders diaries, arrange appointments, meetings, designated work time, travel arrangements and refreshments etc....
- Prepare and track actions and follow up on any outstanding actions in advance of meetings
- Maintain the highest level of confidentiality at all times
- Support with governance reporting
- Liaise with a number of outside agencies, e.g. DfE, ESFA, Local Authority, Regional Schools Commissioner, OFSTED, the Police to facilitate the smooth running of the school and other schools/MATs
- Work with teams of people organising events such as the Trust's annual conference and away days
- Prepare rooms for meetings and events arranging refreshments, catering and/or hospitality where appropriate
- Organise functions and provide hospitality where required
- Work both independently and as part of an effective team ensuring communication is clear and professional at all times
- Display excellent organisational and multi-tasking skills in order to prioritise workload under pressure and meet tight deadlines
- Travel between sites to set up and/or attend meetings at Trust schools or external venues

The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility

### **Special Conditions of Employment**

#### **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to

an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions caution or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with Prince Albert Community Trust's Disciplinary Procedure.

### **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in Prince Albert Community Trust's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the Shared Staff Hub.

### **Equality and Diversity**

Prince Albert Community Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

### **Training and Development**

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

### **Mobility**

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions. This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.