



Excellence in Learning

Purposeful **Collaboration** | Aspirational **Curriculums** | Heart of the **Community**

# Trust Administrator

Kenn C of E Primary, Kenton Primary School and  
Trust Central Team





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Osprey Learning Trust is seeking to appoint a Trust Administrator. The post holder will be responsible for ensuring effective and efficient administrative systems are in place at Kenn C of E Primary School and Kenton Primary School from within the Trust central team.

Being responsible to the Executive Headteacher and the Trust Executive Team the postholder will provide:

- Administrative and organisational support.
- Ensure the schools and Trust is operating within legal policy and procedural frameworks, that are fit for purpose.
- Managing the delivery of a compliant, professional administrative service for the schools/Trust.
- Provide a cross-Trust HR function.
- Ensure safer recruitment processes are consistent across the schools where appropriate, including the Single Central Record.

The successful candidate will:

- Be highly organised
- Be flexible
- Be self-motivated

Osprey Learning Trust works closely with all schools within the Trust and beyond who all believe passionately in Excellence in Learning. We aim to:

- enable all pupils to reach their potential
- ensure teaching and learning in our schools is of the highest calibre
- have exemplary governance at all levels
- have central systems which are efficient and support leaders to focus on school improvement

If you share these aspirations, then we very much welcome your application for this post. For an informal discussion please contact Scott Deeming on [scott.deeming@ospreylearningtrust.co.uk](mailto:scott.deeming@ospreylearningtrust.co.uk). Application forms are available from [www.ospreylearningtrust.co.uk](http://www.ospreylearningtrust.co.uk).

**Closing date: Monday 29<sup>th</sup> November 2021, 12 noon.**

**Interviews will be held on Thursday 2<sup>nd</sup> December 2021.**

# Job Description

Job Title:	Trust Administrator
Locations:	Various
Responsible to:	Executive Headteacher/Trust Executive Team
Salary:	SCP 7-12 NJC
Hours:	24 hours per week, 40 weeks per year
Contract:	Permanent
Start Date:	January 2022
Job Reference Number:	OLT_HoS_TrAd_1

## Key Purpose of Job

- To deliver a comprehensive administration service and provide advice and support to the schools and the Trust Executive team and other senior leaders.
- To work in conjunction with other administration staff to ensure the smooth day to day operation of the admin service to the schools and the Trust, maintaining and devising efficient and effective administrative processes and procedures.
- To work with school-based admin in assisting with staff training to ensure procedures are up to date.
- To provide a confidential administration service to the Trust Executive Team where requested.

## Liaising with:

- Trust Executive Team
- Trust Senior Leaders
- School Staff
- Local Governing Body
- Trustee Board
- Trust Central Team
- External Agencies

## Main Duties:

### Personnel/HR

- Be responsible for the issue of contracts of employment and corresponding documentation, ensuring recruitment and vetting checks are completed within the required time frame.
- Ensure all pre-employment checks for staff are complete and accurate, liaising with school administrators where appropriate.
- Oversee general HR matters and seek further guidance where appropriate.
- Liaise with CFO and School Leaders to regularly monitor staffing budgets and reconciliations in SIMs/iTrent and HCSS or alternative appropriate software.
- To support the Trust Executive and School Leaders with advertising and employment of new staff across Trust Schools.
- To analyse staff data (performance/absence) and provide reports to relevant officials as requested.
- Maintain and update electronic/hard copy personnel records.
- Monitor staff absences ensuring return to works are completed.

- Be the first point of contact for pay and contractual queries within the schools.
- Maintain own continuing professional development, keeping up to date with legal and HR developments.
- Support the operational and strategic development of HR within the school and Trust central team where appropriate.

### **Administrative and Other**

- To provide a confidential administration service to the Trust Executive where requested.
- To have a high level of experience providing advice and guidance to other admin staff.
- To improve communication within the Trust and all stakeholders to ensure transparency and clarity of the Trust's vision.
- Deal with sensitive and confidential information regarding staff and pupils. It is essential to maintain the highest level of confidentiality in relation to all Trust matters.
- Assist Trust schools in providing school administration support as required.
- To work with the Trust Governance Officer and Local Governing Body Clerks to ensure policies and procedures are up to date and available to key stakeholders.
- The Osprey Learning Trust is committed to safeguarding and promoting the welfare of children. All staff employed at our Trust must undertake an enhanced DBS check.
- To liaise with school administrators to identify and meet any training needs.
- Play a strategic role in supporting the recruitment of admin staff.
- As appropriate, draw up detailed job descriptions in consultation with the COO and other senior leaders within the Trust.
- Have a good working knowledge of SIMs/iTrent.
- Attend appropriate training e.g., personnel updates and bursar briefings.
- Offer direct help to staff where appropriate.
- Work alongside internal and external auditors.
- Liaise with the Trust Executive and other senior leaders in the monitoring of appropriate issues.
- Provide routine personnel advice in consultation with the Trust Executive and other senior leaders.
- To prepare reports and statistics for personnel and HR analysis.
- To support in school-based returns (school census/workforce census)
- To understand the Single Central Record and the information within the document.
- Be flexible and be able to prioritise workload to ensure deadlines are not missed.

### **Knowledge and Skills**

- Requires a good standard of practical experience and skills gained from working within an administration role.
- Good knowledge of software commonly used within schools.
- Good problem-solving abilities.
- A working knowledge of statutory policies.

# Person Specification

Area	Job Requirements	Essential/ Desirable	Evidence
Qualifications	▪ GCSE English and Maths (grade C/4 or above) or equivalent level of experience	E	A, C, I
	▪ CIPD Level 3	D	A, C, I
	▪ Administrative qualification	D	A, C, I
Experience/ Knowledge	▪ Work within a previous administration role	E	A, I
	▪ Working in a customer facing role	E	A, I
	▪ Work within an educational setting	D	A, I
	▪ High level of IT skills	E	A, I
	▪ Working in a large and diverse organisation	D	A, I
	▪ Knowledge of current employment law pertinent to areas of work	E	A, C, I
	▪ Working knowledge of education legislation, safeguarding legislation, DfE guidance and publications	D	A, I
Skills	▪ Excellent standard of verbal communication, able to convey advice clearly and concisely	E	I, R
	▪ High level organisational skills to effectively manage day to day operations	E	I, R
	▪ Confidence and excellent inter-personal skills	E	I
	▪ Ability to work under pressure	E	I
	▪ Be able to maintain confidentiality within role	E	I
	▪ Demonstrate an ability to problem solve and provide solutions to key admin issues	D	A, I, R
	▪ A team-based approach to work	E	A, I, R
Other Conditions	▪ Flexible and adaptive	D	A, I, R
	▪ Self-motivated and enthusiastic	D	A, I, R
	▪ Sense of humour/positive attitude	D	A, I, R
	▪ Patient, tolerant and understanding	D	A, I, R

**Key to Evidence:** A – Application, C – Certificates, I – Interview, R – References