



THE  
**PEOPLE'S**  
LEARNING TRUST

**TRUST EXECUTIVE  
ADMINISTRATOR  
RECRUITMENT PACK**

## WELCOME

At The People's Learning Trust, we are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe in fostering leadership and autonomy to prepare our learners for the future.

Our commitment to inclusivity, collaboration, and excellence ensures that all children receive the support they need to thrive academically and personally.



### How we will help children achieve:

We aim to ensure the highest standard of teaching across our Trust.

Our strategies include:

- *increasing the number of academies rated outstanding by Ofsted;*
- *providing robust support and challenge to schools for rapid improvement;*
- *diminishing attainment gaps between student groups to achieve whole school success.*

Our trauma-informed, attachment-aware approach supports all students, including those in referral units who may have felt isolated in the past. We develop curricula that go beyond content, focusing on foundational literacies, character qualities, and competencies.

### Our commitment to excellence:

The People's Learning Trust ethos is "That will do, won't do. For us, it is the best or nothing," aligning with the mission of Everton Football Club, "Nil Satis Nisi Optimum". Our dedication to safeguarding, inclusivity, and the highest expectations drives our determination to cultivate success for our young people.





### **Join us:**

We believe in strong community and citizenship values. Our staff benefit from strategic support while each academy retains its unique identity. By joining TPLT, you will be part of a collaborative network committed to educational excellence and community impact. Our links with Everton Football Club and Everton in the Community highlight our dedication to holistic student development. We offer a dynamic environment where professional growth, support, and shared expertise drive success.

If you share our passion for creating positive educational outcomes and making a difference, we invite you to join us and contribute to our mission of excellence and inclusivity.

### **Our Mission:**

We are committed to creating a compassionate, collaborative, and innovative environment where inclusivity, trust, positive relationships, and a love of learning empower individuals to excel and contribute positively to our global community.

### **Our Values:**

- **Inclusivity:** Emphasises equality, inclusion, and nurturing, ensuring everyone is valued and supported.
- **Collaboration:** Promotes teamwork, mutual support, and positive relationships, fostering a cooperative environment.
- **Respect:** Essential for communication and trust, ensuring everyone is treated with dignity and consideration.
- **Trust:** Foundational for building strong, positive relationships and effective collaboration.
- **Community:** Encompasses the sense of belonging, caring environment, and relationships, fostering a supportive and inclusive atmosphere.

### **Our Goals:**

We are confident that every student can achieve their greatest ambitions. Our academies play a crucial role in shaping their life prospects, and we believe that fostering leadership and autonomy is the best way to prepare our learners for the future.





## ABOUT TPLT

The People's Learning Trust is proud to be part of the Everton family. Our approach to education and the learner experience embodies the philosophy of Everton Football Club, which has been a tremendous source of support and inspiration.

From the outset, we collaborated with a range of stakeholders to establish the core values that underpin our Trust.

Our Founder Schools - Everton Free School and Football College, Waterside Academy, Oldfield Primary School, Meadow Primary School, and Bidston Avenue Primary School - have been instrumental in shaping the Trust's development, contributing actively to our shared vision and strategic direction. The Bridge Short Stay School has also received an academy order to convert and join our growing Trust. In addition, we are currently engaged in due diligence with a number of schools who are interested in joining us, ensuring that strong alignment of values and aspirations is established on both sides before formal partnership begins.

We are committed to an inclusive approach that recognises and supports the needs of our staff. While our academies retain their unique identities, they also benefit from the strategic guidance of the Trust. A strong sense of community is fundamental across all our academies, with a focus on citizenship that extends beyond local and national borders, encouraging our learners to embrace their roles as global citizens.

Our reach extends throughout the Liverpool City Region and beyond, offering access to a wide range of academies across various sectors. We believe that people are stronger together, thriving when they

embrace diversity and use differences to foster positive change.

The Trust's role is to unite people, promote positive communication, enhance understanding and tolerance, build trust, and improve lives.

At The People's Learning Trust, we value our people and strive to ensure that everyone within the Everton Family feels recognised, valued, and happy in their roles. Equality and diversity are central to our ethos. We believe in equal opportunities for all, ensuring that no one is discriminated against in any area of diversity.

Our Trust is committed to recruiting the best leaders, teachers, and support staff because we know that our talent is our greatest asset. We select teachers who can motivate, inspire, and support our students, understanding that our success depends on the performance of our people. We treat all staff equally, with a strong focus on the continuous development of their skills and knowledge. Best practice is shared across the Trust, the Liverpool City Region, and beyond.

Our culture of shared learning and development nurtures creativity, making our Trust a place where everyone can grow and succeed. Our environment is where educators aspire to work and where the school leaders of tomorrow emerge.



## THE ROLE SUMMARY

The Trust Executive Administrator is responsible for providing the necessary clerical and administrative support required to develop The People's Learning Trust (TPLT) and to meet the varying demands of the TPLT central support function. The role is vital to the smooth administration and running of the TPLT; it is diverse in nature and requires you to deliver tasks in an organised and efficient manner. The post holder is required to respond flexibly to work demands in order to meet the ever-changing needs of the Trust and its academies.

Whilst critically supporting the CEO, CFOO, and Directors within the central team, the Trust Executive Administrator will be pivotal and support the Trust's commitment to delivering outstanding education to children across the communities we serve.

**Salary:** NJC Scale (Points 17 – 24) £30,060 - £34,314 – pay award pending

**Contract:** Full time, permanent

**Location:** Hybrid (works across any of our Trust / academy sites)

**Accountable to:** Chief Finance & Operating Officer (CFOO)

**Responsible for:** N/A

**Start date:** As soon as possible



## JOB TITLE: JOB DESCRIPTION

### Key Accountabilities (and specific duties / responsibilities)

#### General Administration:

The postholder will provide high-quality administrative support to the CEO, CFOO, and Directors of the Trust, ensuring the efficient operation of the Executive Leadership Team. This includes handling correspondence, managing schedules, preparing key documents, and facilitating communication with internal and external stakeholders. Specific responsibilities will include the following:

- To undertake a diverse range of administrative duties for the TPLT Executive Leadership Team (CEO, CFOO and Directors of the Trust) to support day-to-day operational efficiencies.
- To prepare paperwork for meetings and provide accurate, well-structured and timely minutes with exemplary attention to detail.
- To demonstrate initiative by leveraging emerging technologies (such as AI) to enhance efficiency, accuracy and overall administrative effectiveness.
- To provide administration support to the TPLT Executive Leadership Team and academies, supporting the academy conversion/onboarding process.
- To proactively coordinate and manage tasks on behalf of the CEO, CFOO, and Directors, ensuring efficient prioritisation of key Trust matters.
- To draft correspondence, reports, and presentations on behalf of the Executive Leadership Team, ensuring accuracy, clarity, and professionalism.
- To prepare high-quality forms and documents, information packs, policies, handbooks, and other academy and Trust-wide documents.
- To be the initial contact for all TPLT enquiries, triaging calls as appropriate.
- To respond to verbal and written enquiries in a professional, courteous, and prompt manner.
- To deal with telephone and email enquiries, particularly supporting the TPLT Executive Leadership Team, Headteachers/academy staff, DfE, local authorities, etc.
- To manage diaries, schedule meetings, and coordinate events for the CEO, CFOO, and Directors, including organising hospitality, booking venues, and preparing materials.
- To liaise with colleagues and external contacts to book and manage travel arrangements.
- To collect and record relevant data to support the work of the Trust, including but not limited to pupil census information from academies and Local Authorities.
- To accurately and promptly proof-read documents.
- To maintain hard copy and digital records of documents, as required.
- To regularly communicate with academies, including facilitating work and communication on behalf of the TPLT Executive Leadership Team.
- To help facilitate the development of systems and processes to meet operational needs and to ensure the high quality of information held.
- To undertake basic financial administration duties, including raising orders on behalf of the TPLT Central team.

**IT / Content Management & Social Media:**

- To coordinate the development and distribution of TPLT related marketing materials.
- To be aware of social media and other internet-based discussions around TPLT.
- To continually promote key messages regarding the TPLT mission and vision across the Trust and more widely.
- To use relevant social media tools and other relevant technology to share relevant information and events on a daily basis.
- To use a variety of software, such as Office 365, to produce high quality correspondence and documents and to accurately maintain presentations, records and spreadsheets.

**Event Management:**

- To book internal and external meetings / rooms, conference and hospitality facilities.
- To arrange and facilitate refreshments / food for events when needed, this will involve placing orders / receiving deliveries for goods as required.
- To prepare conference packs and training materials.
- To facilitate attendee registration at meetings and conferences.
- To support and facilitate speakers and delegates during TPLT events to ensure a professional and hospitable service.
- To gather and report on feedback from events.

**Governance / Compliance:**

- To support the Director of Governance & Compliance in ensuring efficient administration of governance & compliance processes across the Trust.
- To proactively support colleagues and ensure that Get Information About Schools (GIAS) service is accurately updated with relevant information.
- Working alongside the Director of Governance & Compliance to maintain the Trust website ensuring compliance.
- Work alongside the Director of Governance & Compliance to maintain the TPLT Central Single Central Record (SCR) database and carry out regular checks across the Trust to ensure compliance.
- To provide support to the Central team to ensure compliance with the Academies Trust Handbook and other regulations, such as Keeping Children Safe in Education and GDPR.



**People (HR):**

- To support the Director of People in providing an efficient, proactive and comprehensive HR administration service across the Trust, working within HR processes and timescales.
- To produce high-quality and timely HR documents which will include but are not limited to recruitment, absence management, contract changes / variations etc.
- To play a critical role in the management of the HR database (Every) by adding, amending, maintaining and refining the data to ensure personnel records are up to date and compliant with DfE and Staff Workforce Census requirements across the Trust.
- To create and manipulate HR reports, as required.

**Estates / Facilities:**

- To support the Director of Estates & Facilities in ensuring efficient administration of estates and facilities management processes across the Trust.
- To assist in maintaining records related to estates compliance, including statutory checks, health & safety audits, and risk assessments (through Every Compliance database).
- To liaise with academies to support the collection and reporting of estates-related data, including premises maintenance schedules and capital projects.
- To help coordinate procurement and administration of facilities-related contracts, such as cleaning, catering, and site services.
- To support with maintaining accurate records of building-related documentation, ensuring compliance with regulations such as fire safety and health & safety legislation.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, co-operative and flexible in line with business needs of the Trust.

The post holder is required to undertake additional such duties as may be reasonably expected within the scope and grading for the post.





## PERSON SPECIFICATION

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

**Essential:** Requirements without which the job could not be done

**Desirable:** Requirements that would enable the candidate to perform the job well

**Evidence:** A – Application form, I – Interview, R – Reference

<b>Qualifications &amp; Professional Development:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Educated to A-level standard or equivalent	✓		A
Relevant administrative or business support qualification (e.g. NVQ Level 3 in Business Administration)		✓	A
Health & Safety, Facilities Management or Estates Administration training (e.g. IOSH Managing Safely, NEBOSH, or Facilities Management qualification)		✓	A
Evidence of continuous professional development in administration, governance, HR, estates or compliance.		✓	A
<b>Professional Knowledge &amp; Experience:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Proven experience in a similar administrative role, preferably within an education, public sector, or multi-site organisation.	✓		A / I
Experience of working with senior leaders and managing confidential information with discretion.	✓		A / I
Strong working knowledge of Microsoft Office 365 (Word, Excel, Outlook, PowerPoint, Teams) and other administrative software.	✓		A / I
Experience in diary management, minute-taking, and coordinating meetings and events.	✓		A / I
Understanding of governance and compliance within an educational or public sector environment.		✓	A / I
Experience of managing social media platforms and coordinating marketing materials.		✓	A / I
Knowledge of GDPR and safeguarding compliance requirements.		✓	A / I
Experience in financial administration, such as raising purchase orders.		✓	A / I
Understanding of HR processes, recruitment, and database management.		✓	A / I

<b>Professional Knowledge &amp; Experience (cont):</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Experience supporting estates and facilities administration, including compliance monitoring, contractor coordination, and record-keeping, is desirable.		✓	A / I
Knowledge of health & safety regulations, premises compliance requirements, or estates funding processes (e.g. CIF bids).		✓	A / I
<b>Personal Skills and Attributes:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Highly organised with the ability to manage multiple tasks, prioritise workload, and meet deadlines.	✓		A / I / R
Excellent written and verbal communication skills, with strong attention to detail.	✓		A / I / R
Ability to maintain confidentiality and handle sensitive information appropriately.	✓		A / I / R
Proactive, self-motivated, and able to work independently and as part of a team.	✓		A / I / R
Strong interpersonal skills with the ability to build effective relationships at all levels.	✓		A / I / R
Confident and professional approach when dealing with external stakeholders, such as government bodies, local authorities, and academies.	✓		A / I / R
Adaptable and willing to learn new systems and processes to improve efficiency.	✓		A / I / R
Ability to liaise effectively with estates and facilities teams, contractors, and external agencies to support the efficient management of Trust sites.	✓		A / I / R
Keen interest in estates compliance and facilities management, with the ability to interpret regulations and support administrative processes.	✓		A / I / R

<b>Other:</b>	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
Flexible approach to work and willingness to travel regularly between Trust academies.	✓		A / I
Flexible approach to occasionally work outside standard hours for meetings and / or events.	✓		A / I
Willingness to visit different academies across the Trust to support estates and facilities administration where needed.	✓		A / I
A willingness to promote the ethos and values of the Trust.	✓		A / I / R
Ability to maintain confidentiality at all times about Trust issues on all matters.	✓		A / I / R
A willingness to promote the inclusivity and diversity of Trust policies.	✓		A / I / R
A willingness to undertake relevant training and professional development.	✓		A / I / R

## HOW TO APPLY

The People's Learning Trust values equality and diversity and is committed to safeguarding and promoting the welfare of children and young people. As such, we expect all staff and volunteers to share this commitment.

Applicants will be subject to safer recruitment practices, including satisfactory references and an enhanced DBS check.

For more information about the role, or for an informal chat, please reach out to Linda McMullen, Chief Finance & Operating Officer ([CFOO@TPLTrust.co.uk](mailto:CFOO@TPLTrust.co.uk)).

## SUBMITTING YOUR APPLICATION

Applicants should submit an application form and covering letter of application which fully addresses the competencies outlined in the job description and person specification.

Completed applications should be sent to [recruitment@TPLTrust.co.uk](mailto:recruitment@TPLTrust.co.uk)

Closing date for applications is Friday 23<sup>rd</sup> May 2025.

**Interviews:** Interviews will take place w/c Monday 9<sup>th</sup> June 2025.

## KEY BENEFITS

- Flexible working hours and opportunities.
- CPD offer.
- Access to an Enhanced Tailored Health Plan through Simplyhealth (support with everyday healthcare costs such as dental check-ups and treatment, routine eye examinations and prescription eyewear, physiotherapy treatments and 24/7 access to GP and mental health support).
- Opportunity to purchase personalised further annual health benefits at a reduced cost (such as Private Medical Insurance, Dental Insurance and Cycle to Work Scheme).



## DATA PROTECTION

Protecting your personal data is of the utmost important to the Trust and we take this responsibility very seriously. Any information obtained by the Trust is held and processed in accordance with the relevant data protection legislation. The data you provide with us will be securely stored by the Trust in accordance with the General Data Protection Regulation (GDPR).

You do have the right to object to us processing your data in this way.

If you believe you have the relevant qualifications, skills, knowledge and personal attributes, then we would welcome an application.



