

Tandridge Learning Trust

PA to Chief Executive & Trust Administrator

22 hours per week, Over 4 days

Working Pattern Flexible (negotiable)

Term Time + 1 week

From £13,468p.a. (£24,977 FTE)



Excellent Teaching
Inspiring Leadership
Innovative Training

CONTENTS

CONTENTS	2
WELCOME	3
JOB ADVERTISEMENT	4
JOB DESCRIPTION	5-6
PERSON SPECIFICATION	7
CONTACT DETAILS & HOW TO APPLY	8

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to safer recruitment checks, including an enhanced DBS check.

As an equal opportunities' employer, Tandridge Learning Trust is also committed to achieving a diverse and inclusive workplace and strongly encourages suitably qualified applicants from a wide range of backgrounds irrespective of personal characteristics.



Excellent Teaching
Inspiring Leadership
Innovative Training

WELCOME

Dear Candidate



Thank you for enquiring about this post.

This information pack has been designed to give you, a potential applicant, essential information about our vacancy, school and trust, so you can decide if this should be the next step in your career.

“Wide Horizons, High Aspirations” is our school motto and this underpins our whole school philosophy. We are a school community which does not stand still. Whilst our expectations of academic performance are high, of equal importance are that students enjoy the experience of coming to Warlingham School & Sixth Form College and have opportunities which enable them to develop into young men and women who will contribute positively to society.

Our students tell us they consider this a place where they are challenged by the work, where they are supported by the staff and fellow students and where achievement is part of the everyday vocabulary. We have high expectations in terms of learning, behaviour and attendance which leads to excellent academic progress. We provide an environment that excites, motivates and challenges our students to place no ceiling on achievement and to develop an interest in the world around them. Our ambition is for students to leave Warlingham as successful, confident young people ready to face all of life’s challenges and make a positive contribution to society. We measure our success by meeting the needs of all our students in this truly comprehensive school and believe everyone has a role to play in achieving this aim.

Should you decide this is not the school for you then we thank you for the interest you have shown; however, if this ethos aligns with yours, then I hope you will apply to join our team, support our drive to become outstanding and I look forward to receiving your application. We hope that this pack provides sufficient information to encourage you to take your application to the next stage.

Do telephone or email, if you wish to discuss any aspect of the post.

We look forward to hearing from you.

Rebecca

Rebecca Plaskitt
Chief Executive



JOB ADVERTISEMENT

We have an exciting new position which offers variety and flexibility for a proactive and highly organised individual, looking to join a progressive and friendly team. If you are an excellent communicator, with exceptional administrative skills and the ability to support others, then this could be the perfect opportunity for you.

This is a responsible role and you will need to be able to work independently, contributing to the consistent development and success of the multi-academy trust in line with our ethos and values. Over four days (as negotiated to fit in with your personal commitments and our work requirements) you will support the Chief Executive, provide a front-line service for the Trust and undertake general administrative tasks in support of our shared services teams.

We are looking for:

- An enthusiastic and self-motivated individual with a strong attention to detail.
- A team player capable of building effective relationships.
- Excellent communication skills both oral and written with experience of contributing and delivering to deadlines.
- Confident IT skills, particularly in Word, PowerPoint and Excel.

In return we offer:

- A commitment to your on going training and development needs.
- An opportunity to join a friendly and supportive team at an exciting time as we prepare for growth.
- Flexible working, family friendly policies and wellbeing initiatives.
- Staff sports and social events.
- On-site car parking

If this role is of interest and you would like to join our team, focused on enabling and supporting our schools to deliver excellence in education, we look forward to receiving your application.

Closing Date: 9.00am, Monday 18th September 2023



JOB DESCRIPTION

Job Title	PA to Chief Executive/Administrator
Phase	Shared Services Team
Accountable To	Chief Executive Officer
Responsible For	N/A
Grade / Scale / TLR	TLT 5
Date	June 2023

The below profile describes the general nature of work performed at this level as set out in the job family. It is not intended to be a detailed list of all duties and responsibilities which may be required. The role will be further defined by annual objectives, which will be developed with the role holder. The Trust reserves the right to review and amend the job families on a regular basis.

Job Purpose

As part of a the MAT shared services team, provide a professional PA service to the CEO and undertake general administrative support as required.

Key Outputs

- Act as Personal Assistant to the CEO, managing diaries and meeting arrangements, taking meeting minutes when required and proof-reading and creating essential documents.
- Provide a courteous welcome to all key stakeholders and visitors to the Trust, handle confidential queries and draft and dispatch correspondence as needed.
- Liase with senior managers across the Trust, Trustees, Members and school Local Governing Committees with senior managers across the Trust, Trustees, Members and school Local Governing Committees.
- Coordinate the timetable for review of policies and procedures, ensuring those responsible for updating them are aware of deadlines and support the completion.



JOB DESCRIPTION

- Co-ordinate senior management compliance with the key statutory requirements checklist.
- Co-ordinate and record the Trusts response to GDPR issues, liaising with school leaders and the data protection officer as required.
- Develop and maintain manual and online records and management information systems, and manage databases and produce documents for the Trust website as required;
- Prioritise and carry out a range of administrative and welfare tasks to support the smooth running of the Trust office, including managing reception, making arrangements for visits and events and general office management duties to support the shared services team.

Safeguarding

- All staff have a responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy

Representative Accountabilities

(Typical accountabilities in roles at this level in this job family)

Analysis, Reporting & Documentation

- Ensure information and records are processed and stored to agreed procedures.
- Assist in providing and manipulating basic data for statistical and other reports. May run and present standard reports.
- Prepare and despatch a range of standard correspondence/documents to ensure an efficient response to enquiries and timely conclusion of any process connected with the defined area of activity.

Service Delivery

- Deliver a range of administrative and/or customer/consultancy services in support of existing systems or processes to agreed standards, to maximise service quality and continuity.
- Receive and respond to everyday enquiries from customers to provide a timely, courteous and efficient service.



JOB DESCRIPTION

Planning & Organising

- Support a group of senior staff, ensuring confidentiality, and assisting in the effective organisation of internal/ external meetings and activities to support a high standard of office organisation.
- Assess the range and volume of work to be undertaken for the days ahead and plan to ensure it is completed to time and to an appropriate standard.

Finance/Resource Management

- Follow established ordering procedures to ensure adequate resources are available to meet work requirements.

Work with others

- Receive visitors and provide/request basic information in a courteous manner to promote a positive image of the work unit.

Duties for all

All support staff are expected to undertake other reasonable duties in support of and to contribute to the smooth operations of our schools. For example, this may include exam invigilation, accompanying school trips, first aid duties etc.

Values: To uphold the values and behaviours of the organisation.

Equality & Diversity: To work inclusively, with a diverse range of stakeholders and promote equality of opportunity.

Health, Safety & Welfare: To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others.

To have regard to and comply with safeguarding policy and procedure as appropriate.

Role Summary

Roles at this level provide a business support service as part of a specific service or service team. They work within established processes and procedures, resolving problems or queries with the more complex issues referred to others. They support more senior staff by executing the detailed processes in specific aspects of business, financial, communication, facilities and/or HR administration and will be fully versed in all procedures of their specialism. They will be subject to supervision but will be expected to organise their own workload and set their own priorities within short, e.g. day-to-day timescales. They may support a group of more senior staff with some of the more routine duties and ensure matters are dealt with appropriately when they are out of the office.

Some roles at this level may be more restricted in terms of variety or organisation of tasks than others. Where this is the case, customer service may be the predominant feature.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS & EXPERIENCE	<ul style="list-style-type: none"> English and Maths GCSE, grade 4 or above or equivalent level. 	<ul style="list-style-type: none"> Willing to study for a relevant professional qualifications. First Aid at Work
KNOWLEDGE & EXPERIENCE	<ul style="list-style-type: none"> At least 4 years work experience with a varied and busy administrative role. Experience in customer focused role. 	<ul style="list-style-type: none"> Experience of supporting senior managers Education sector experience.
SKILLS & APTITUDES	<ul style="list-style-type: none"> Good organisational and communication skills. Excellent attention to detail. Efficient administrator with great IT skills. Excellent customer service skills Proof reading Minute taking 	
PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Friendly approachable and enthusiastic with a positive “can do” attitude. Integrity. Flexible and energetic approach to a problem. Flexible to meet the needs of the role. Self starter and able to work on own initiative 	<ul style="list-style-type: none"> Able to adapt to change.
SAFEGUARDING	<ul style="list-style-type: none"> Ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the Trust’s child protection & Safeguarding and related policies. 	

CONTACT DETAILS & HOW TO APPLY

Please complete the Trust's application form and return it electronically together with any supporting documentation requested to HR@TandridgeLearningTrust.co.uk.

CLOSING TIME & DATE: 9am, Monday 18th September 2023

Please note that applications will be considered upon receipt. Early applications are encouraged as we reserve the right to close the recruitment process once a suitable candidate is appointed.

Designated Contact for this Vacancy

Name:	Judith Standen
Job Title:	HR Manager
Phone Number:	01883 776677 x2014
Email Address:	J.Standen@TandridgeLearningTrust.co.uk

Please note that in accordance with our Safer Recruitment practices, CV's will not be accepted.

References will be sought for shortlisted candidates prior to interview, unless a specific request is made to the contrary.



Tandridge Learning Trust



Tithepit Shaw Lane, Warlingham, CR6 9YB



01883 776677



Info@TandridgeLearningTrust.co.uk



www.TandridgeLearningTrust.co.uk



facebook.com/TandridgeLearningTrust



linkedin.com/company/tandridge-learning-trust/



twitter.com/tandlearntrust



Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB

Excellent Teaching
Inspiring Leadership
Innovative Training