

# JOB DESCRIPTION



<b>Post title:</b>	Administration Assistant
<b>Grade:</b>	I
<b>Salary:</b>	£25,889 (full time equivalent salary inclusive of Fringe Allowance)
<b>Notice Period:</b>	One Month
<b>Hours of Work:</b>	15 hours per week, days and times to be agreed Term time only
<b>Reports to:</b>	PA to CEO
<b>Responsible For:</b>	To support the effective and efficient administrative organisation of the Corvus Learning Trust

## Main Purpose of the post

- To support the effective and efficient administration of the Corvus Learning Trust.
- To provide general administrative support to the CEO's PA and the Central Team.
- To aid and support good communication across the Trust.

## Main Responsibilities

- Support the effective and efficient administrative of the Corvus Learning Trust.
- Provide general administrative support to the PA to CEO and the Trust Central Team.
- Aid and support good communication across the Trust.
- Act as the first point of contact for the Trust both face to face and on the telephone.
- Prepare documents, forms and reports.
- Maintain records and management information systems, producing information and data as required.
- Edit the Trust website
- In collaboration with the Trust Policies Clerk and the Education Team, ensure that the websites of the Trust schools are compliant.
- Support the Education Team in the provision of pupil data across the Trust.
- Use a range of IT equipment and software to assist in the provision of administrative support
- Comply with policies and procedures relating to financial control, health and safety, safeguarding, confidentiality, equal opportunities and data protection, reporting any concerns to the appropriate person.
- Contribute to the overall aims and targets of the Trust, appreciate and support the roles of other members of the Trust Central team and attend and participate in relevant meetings as required.
- Maintain confidentiality in all aspects of the post.
- Be aware of, and take part in, the Trust Performance Appraisal framework and participate in training and development activities as required.
- Ensure that the Trust schools safeguarding/child protection policy is adhered to and concerns are raised in accordance with this policy.
- Undertake any other similar duties as required by the CEO.

The Trust's image is being projected by the post holder. If record keeping and other information systems are not satisfactorily maintained the Trust may fail to keep statutory standards.