



**Inspire Education Trust**

Together we achieve, individually we grow

## Job Description

**Job Title:** Estates Administration Assistant

**Employment Status:** Permanent

**Working hours:** Part-time

**Working weeks:** Term time only

**Responsible to:** Head of Estates

### Job Purpose:

- To be an integral part of the Trust Estates team, working with the Head of Estates, to deliver professional and accountable property related services on behalf of the Trust
- Provide an efficient and effective administration service to the Estates department and to provide administrative and development support to the Head of Estates in the role of PA, serving as a point of contact for internal and external parties on matters pertaining to the Head of Estates.
- To support the day to day running of the Estates function and its administration tasks, offering support and encouragements to ensure deadline and high standards of work are achieved.
- Working across multiple IET school sites in Coventry and Warwickshire

### Main Duties and Responsibilities:

- Assist the Head of Estates with daily administration duties and complete a broad variety of administration tasks that include; managing an active calendar of appointments, composing and preparing correspondence, daily post and data collection.
- Take minutes at meetings when required and directed
- To act as a point of contact for the Head of Estates, using discretion and tact to ensure telephone callers and visitors receive a professional response.
- To show absolute confidentiality and discretion at all times
- To effectively anticipate and support the future needs of the Head of Estates workload, dealing with administrative functions and anticipating and scheduling regular events and meetings.
- Receive and appropriately screen all incoming electronic communications on behalf of the Head of Estates.
- Act as a proxy for the Head of Estates as directed for; emails, authorisation of documents, procurement tasks etc.
- Liaise, as necessary, with Local Authority services and other agencies on behalf of the Head of Estates, as required.



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- To research and be aware of external funding opportunities relevant and available to the Estates department
- Support in maintaining the H&S, policy, property and contract records in order that they are available for inspection at any time.
- Support in the management and maintenance of data through the various online software systems and programmes used.
- Support in arranging training, development and induction documents and tasks for all department staff.
- Support the Head of Estates with preparing reports for presentation to a variety of audiences and provide accurate and timely management information as and when required.
- Organisation of meetings, events/functions as directed, organising hospitality when required.

Ensure compliance with the Data Protection Act at all times.

### **Other Responsibilities:**

- Attend IET and school meetings where appropriate.
- Comply with and assist with the development of policies and procedures across IET.
- Be aware of and ensure equal opportunities for all.
- Contribute to the implementation of the vision and values of IET.
- Develop constructive relationships and communicate with other agencies/professionals.
- Take responsibility for your own ongoing personal development and growth of expertise.
- Positively engage in the performance review process and in continuing professional development.
- Participate in training and other learning activities and appraisal as required.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties as required by the Head of Estates within the scope of this post.
- To act as a sounding board and critical friend to the Head of Estates, always demonstrating high standards of personal integrity, loyalty, discretion and professionalism.

### **Safeguarding and Child Protection**

- Knows what to do if they have concerns about a child
- Takes on the responsibility for providing a safe environment and promoting children's welfare
- Undertakes regular safeguarding and child protection training
- Familiarises themselves with *Keeping Children Safe in Education part 1* (KCSIE) and local policies and procedures as directed by the trust/academy

### **Other**

- Carries out any other duties as directed by the Head of Estates that are within the scope, purpose, and spirit of the role



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- Attends regular continuing professional development (CPD) as required by the school, and other optional relevant CPD to develop good practice
- Proactively takes steps to ensure their mental health and wellbeing is protected, seeking further support if appropriate



<b>PERSON SPECIFICATION – Administration Assistant</b>		<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	A good standard of education including English & Maths (GCSE/Level 2)	✓	
	A suitable Administrative qualification		✓
	First Aid Trained		✓
<b>Experience</b>	Relevant experience in an educational setting		✓
	Knowledge of school MIS systems (SIMs/ Arbor)		✓
	Proven administrative experience such as filing, photo copying, maintenance of records, use of the telephone and email correspondence	✓	
	Maintenance of data		✓
	Ability to use ICT packages such as Word, Excel, Publisher, Outlook	✓	
<b>Skills and Knowledge</b>	Ability to prioritise tasks, work quickly, particularly under pressure and to deadlines	✓	
	Good communication skills in a variety of contexts in a sensitive and confidential manner with a wide range of people & groups	✓	
	Ability to work as part of a team	✓	
	Excellent interpersonal & organisational skills	✓	
	Dedicated to our vision that all children are entitled to a first-class education	✓	
	Possesses a genuine belief that all children are equal and celebrates the diversity in our school communities	✓	
	Self-motivated and able to work on own initiative without supervision	✓	
	Works with honesty and integrity	✓	
	Emotional resilience in working with challenging behaviour	✓	
	Recognises the importance of protecting their own personal wellbeing	✓	
	Committed to making children feel happy, safe and secure	✓	
<b>Safeguarding and Child Protection</b>	Understands their role in safeguarding and protecting children or a keen willingness to learn this	✓	
	Develops appropriate professional boundaries with children. Knows not to build friendships	✓	
	Awareness of the key safeguarding processes in schools or willingness to understand these	✓	



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	In-depth understanding of the requirements of Keeping Children Safe in Education		✓
	A realistic appreciation of the challenges involved in working with children		✓
	Committed to improving safeguarding processes and practices. Sees it as part of their job		✓
<b>Professional Development</b>	Willing to participate in further appropriate professional development	✓	
	Positive approach to own continuous personal professional development and training		✓

#### **CORE COMPETENCIES**

Clear understanding and commitment to safeguard and protect children

Adopts an inclusive approach respecting diversity in all forms

Conscientiously adheres to school/trust policies and procedures and works ethically

Works in a way, which abides by the Trust values

Embraces the vision "Together we achieve, individually we grow" and devotedly helps all students achieve this