

# **South Bank Academies**

## **Administration Officer**

### **Recruitment Pack**

South Bank Academies Trust, Technopark, London South Bank University,  
103, Borough Road, London SE1 0AA

## **South Bank Academies Trust Vision**

The South Bank Academies Trust aspires to create Outstanding UTCs and Academies providing employment focused educational opportunities for young people in South London in partnership with employer sponsors and London South Bank University within the broad STEM framework. While each of the Academies will have distinctive specialisms, the education will be based on a broadly-based curriculum designed in partnership with business and industry. The students will graduate with strong transferrable skills that not only enhance employability opportunities but also subsequent career success. The curriculum will be rigorous and will prepare the students to ensure that they are well qualified to enter good universities for higher education.

To realise this vision, the Trust has achieved the commitment of our industry partners, the Principals and staff through clear and consistent communication. The Trust, working with the Principals and the staff, will set ambitious but realistic objectives through a five year strategic plans. The Trust and the Governing Bodies will challenge and support the Principals and staff of the UTCs and academies to deliver agreed targets on both achievement and progress. Outstanding success of the UTC and academies will also be reflected by feedback from employers and partners, Ofsted inspections and student destinations. The Trust will reassure itself on the performance of the UTC and academies through periodic internal and external reviews. We expect that the graduates of the UTC and academies will be most preferred by the employers, while those students wishing to pursue higher education will progress into good universities. The Trust members will undertake training in all aspects of governance of the UTC initially and refresher training from time to time. Safeguarding and welfare of students and a happy school environment will underpin all activities in the UTCs and academies.

The Trust places students at the centre of everything it does, with a focus on creating a culture of success, achievement, happiness, hope, confidence, respect and responsibility, reflection and service to others. We create positive climates for innovative learning, and increased student attainment, achievement and highly effective social and emotional development.

### **Current Academies within the Trust**

University Academy of Engineering  
South Bank Engineering UTC

### **The role**

The Administration Officer will play a key role in setting up the administrative processes and systems for effective operation of the Trust in addition to providing PA support to the Chief Executive.

Working with the Chief Executive, the Administration Officer will be expected to develop and maintain into administrative processes, practices and operations which will help our ability to offer high quality education and services to our students and staff. In addition, the role holder will undertake marketing and promotional activities. This will involve liaison with a range of stakeholders in the sponsoring university and industry partners.

The successful candidate will relish this challenge and will have a proven track record in developing and implementing administrative processes and systems, knowledge of marketing. The appointee will need to bring a proactive and innovative approach, underpinned with commitment and energy. S/he will need excellent judgement, the ability to anticipate and manage potential operational problems, to identify sound solutions, and to implement these effectively. In addition s/he will be accustomed to handling complex relationships, competing demands and critical deadlines.

## **South Bank Academies**

### **Administration Officer**

**Salary: In excess of £26,000 PA**

**Closing Date:** 22<sup>nd</sup> Jan  
2018

South Bank Academies, a multi-academy trust, is seeking applications from outstanding individuals with integrity, imagination and energy for this key role offering excellent career development opportunities.

Reporting to the Chief Executive, the Administration Officer will provide administrative and operational support for the organisation, including marketing and promotional activities. The duties will also include administrative and executive support to the CEO.

Skills required include information management, excellent verbal and written communications, ability to work on own initiative, excellent IT and administration skills and event coordination. The successful candidate will be a self-starter, proactive and professional. Marketing experience would be advantageous.

The Trust is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure.

Application packs can be downloaded from <http://southbankat.org.uk/>

## Job Description

### Administration Officer

#### Overall purpose of the post

To provide Administrative support to the South Bank Academies multi-academy trust, PA support to the CEO and marketing & promotion for the Trust and its schools.

#### The post holder will be accountable to:

The Chief Executive

#### MAIN DUTIES AND RESPONSIBILITIES:

- To establish administrative processes and procedures for the Trust and its schools;
- To provide an efficient, knowledgeable and effective administrative support;
- Develop and implement activities to promote the Trust and the schools
- Assist with the co-ordination and delivery of Trust events such as the annual conference and high profile visits
- Organise travel and accommodation arrangements for the CEO as appropriate
- To prepare papers and briefings for the meetings;
- Provide support for a range of meetings, including the timely production and circulation of agendas and minutes, the noting of action points and following these up
- Prepare reports, compile and collate papers, information and statistics for meetings and reports
- Provide the organisational and administrative support for meetings chaired by the CEO, including minute taking
- To be conversant with the CEOs workload and actively support them in discharging their role
- To review and to harmonise administrative processes across the schools in the Trust;
- To undertake marketing and promotional activities for the Trust and its Schools;
- To provide administrative support for procurement for the Trust.
- Manage the Chief Executive's diary, schedule internal and external meetings;
- To establish and maintain good professional relationships, and to ensure effective communication across the schools in the Trust and other external stakeholders.
- To manage sensitive information held by the Trust with utmost discretion and to maintain confidentiality at all times.
- To support the Chief Executive with staff management including staff disciplinary matters.
- Having due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedure adopted by the Trust;
- Demonstrating an active commitment to their own professional development;
- Undertaking any duties, consistent with this position, as may be required by the Chief Executive.

## Selection Criteria

<b>Qualifications</b>
Good A Levels or equivalent. A degree qualification is desirable.
<b>Experience and Knowledge</b>
A minimum of 3 years' experience of working as an administrator or a similar position.
An outstanding, collaborative professional with the ability to forge positive relationships in order to deliver excellent support service.
Marketing and promotional experience.
Experience of effective documentation and record keeping.
Excellent IT, social media and organisational skills
Experience in providing executive support to senior staff.
Knowledge of the education sector is desirable.
<b>Communication Skills</b>
Ability to forge effective internal and external working relationships at every level.
An excellent communicator who is at ease with all stakeholders but particularly colleagues.
Strong negotiating skills and the ability to influence others to enhance consistency of processes across the Trust.
<b>Organisation and Coordination</b>
Planning of events for the Trust such as marketing events.
Coordination of Trust level events.
Ability to identify and capture opportunities to promote Trust and its schools at external events (career fairs
<b>Personal Attributes</b>
An ability to use the full range of administrative and IT skills.
An enthusiastic team member and a professional administrator.
The ability to thrive in a rapidly changing environment.
Someone who is resilient and determined.
A team player.
A strong commitment to personal development.
Commitment to promoting the welfare and safeguarding of children and young people.

## Information for Applicants

### **Safeguarding Children & Young People**

The Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

- Candidates should be aware that all posts in South Bank Academies Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate, be answered not applicable, if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

In addition to candidates’ ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation for work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory DBS Disclosure
- Verification of professional status such as QTS Status, NPQH (where required)

- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or DBS and/or other relevant investigating bodies.**

## **How to Apply**

To apply please complete the application form, which can be at [www.southbankat.org.uk](http://www.southbankat.org.uk). Your supporting statement should address and evidence the selection criteria detailed in the Person Specification.

**Closing Date: 22nd Jan 2018**

### **Applying:**

Completed applications must be returned to [Wallerj4@lsbu.ac.uk](mailto:Wallerj4@lsbu.ac.uk). Alternately, completed hard copies can be posted to:

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