

# Job Description

## Roots to Excellence - Administrator

<b>Working hours</b>	Up to 40 hours per week including Saturday mornings, but part time working requests also considered. Term time plus 4 weeks (46.6 weeks in total including holiday)
<b>Salary</b>	Circa £28,856 (FTE), dependent on skills and experience Circa £25,816 (Actual) subject to the agreed working pattern
<b>Pension scheme</b>	Local Government Pension Scheme
<b>Start date</b>	ASAP
<b>Contract terms</b>	LAET Operational Contract
<b>Reporting to:</b>	R2E Programme Manager
<b>Location:</b>	Based at the London Academy of Excellence Tottenham (LAET)

### **Role purpose**

This role will involve working proactively to manage the general office functions for the Roots to Excellence Programme, supporting the smooth delivery of sessions and acting as the first point of contact for participants, staff and prospective joiners. The Administrator is expected to maintain a positive and friendly image, supporting staff and ensuring effective communication both internally and externally.

### **Key responsibilities**

#### Programme Administrative Support

- Work with the Programme Director and Programme Manager to provide administrative assistance in the design and implementation of the R2E Saturday School programme.
- Assist with planning and organising activities, trips, and enrichment opportunities for young leaders.
- Assist with the recruitment, training and ongoing support of Sixth Form mentors and tutors
- Provide administrative support to the R2E programme, supporting staff and assisting management in coordinating the programme.
- Monitor and report attendance for students and staff, for the latter assisting with ensuring the timely completion of timesheets and the submission of these to the HR Dept. for payroll

#### Communications

- Handle internal and external communications with various programme stakeholders face-to-face and via email and phone
- Assist with promoting the programme with young people, schools and community groups
- Welcome visitors and assist with managing the R2E reception as required
- Schedule meetings, book rooms and refreshments, create agendas and take meeting notes / minutes as required.
- Assist with overseeing the programme website and social media channels.

#### Event Planning & Support

- Assist in planning and arranging events and trips, including organising catering, booking venues, and preparing materials.



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- Support staff with preparation of session materials for R2E programme activities.
- Coordinate tutoring and mentoring sessions and assist with ensuring these are carried out effectively.

### Finance & Procurement

- Assist with the procurement of relevant programme resources and supplies, following the relevant LAET financial procedures
- Maintain accurate records of purchases and confirm delivery of goods.
- Liaise with the LAET Finance Team to support budget tracking and basic financial administration.
- Work with the LAET Finance team and the Programme management staff to assist with basic financial tasks as required

### Data & Record Management

- Maintain and update databases, collating and recording progress data for students.
- Assist with the management of relationships with partner organisations, such as corporations, schools and families
- Work with programme management staff to create and update policies and procedures for the programme

For further details on the position, please see the sections below for a detailed person specification and the general responsibilities as a member of staff at LAE Tottenham.

### Wider Administrative Support

- Work as part of the wider LAET Administrative and Financial team, supporting each other as required.
- Assist with LAET & R2E events throughout the year, including some evenings and weekends.

## Part 1 - Person specification

### Person Specification

Essential Professional Criteria	How these will be confirmed
<b>Qualifications</b> GCSE English and Maths at A*-C (9-4) or equivalent	Sight of original exam certificates / academic qualifications will be requested
<b>Knowledge and experience</b> Demonstrable experience in an administrative role Comfort and familiarity with technology, including proficiency with Google sheets and databases.	There will be opportunities at interview to discuss experiences and examples that demonstrate these



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<p><b>Personal Attributes and Qualities</b></p> <p>Friendly, approachable, and professional at all times</p> <p>Excellent interpersonal and team work skills</p> <p>Strong communication skills- both written and verbal</p> <p>Able to build good working relationships with a variety of stakeholders</p> <p>Excellent time management and able to prioritise workloads and deal with conflicting priorities</p> <p>Accuracy and attention to detail</p> <p>A self-starter who is able to be self-motivated and enthusiastic about working independently</p> <p>Tidy, organised and methodical</p> <p>Able to exercise discretion when working with confidential information</p> <p>Positive attitude with a commitment to the success of the R2E programme.</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p> <p>References will also ask about aspects of these</p>
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Desirable professional criteria	How these will be confirmed
<p><b>Knowledge and experience</b></p> <p>A bachelor's degree or extensive experience of a similar role within an educational establishment</p>	<p>There will be opportunities at interview to discuss experiences and examples that demonstrate these</p>

### Part 2 - Further information

#### General responsibilities as a member of LAE Tottenham staff:

- To promote a culture of aspiration for all of our students
- To be supportive and understanding of the differing needs of young people
- To play a full part in the CPD programme, including prior to the start of the academic year
- To take part in evening and weekend events as appropriate
- To model intellectual rigour and a can-do attitude
- To support an atmosphere of openness and honesty
- To care for all other members of the school community
- To show a genuine passion for social mobility



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### Other information

- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete particular duties.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description may be varied to meet the changing demands of the school at the reasonable discretion of the Headteacher.
- The post holder may deal with sensitive material and should maintain confidentiality in all school related matters.

### Part 3 - Recruitment and selection policy statement

We are committed to diversity and inclusion and proactively seek to recruit a diverse staff body.

The London Academy of Excellence Tottenham is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the [school's website](#).

**May 2025**