



JOB DESCRIPTION

Job Title	Senior Administrator
Location	Trust Central Office
Salary Grade/Range:	Grade 5 (27,445 - £30,036 FTE)

Job Purpose

Responsible for the day to day running of the office and supporting the senior leadership team to ensure the organisation runs effectively with particular involvement with admissions, stakeholder feedback, and communications/marketing whilst providing general office administration working within a small head office team.

Main Duties	
Administration	<ul style="list-style-type: none"> To oversee the effective operation of the administrative and reception functions within the Trust Central Office Providing comprehensive administrative support to SLT as required including attendance at meetings to accurately record actions and ensure appropriate follow up. To provide support in the organisation of and attendance at Trust events including travel and hospitality arrangements as required To work with SLT to develop and publish the Schools Calendars To be responsible for the coordination and maintenance of SharePoint ensuring that relevant documents and permissions are kept up to date To be the Trust Lead Administrator for School Admissions providing comprehensive guidance and administrative support to schools as required Liaise as appropriate with Local Authorities, LGBs and SLT to support the management of the Trusts admissions and appeals procedures and ensure consistency of application across all Trust Schools To maintain and develop external media platforms including regularly updating the Trust website with clear, engaging and accessible material that is consistent with the Trust's communication and marketing strategy Maintain marketing material including liaising with external service providers to ensure material is produced on time, to a high standard and within approved budgets To develop systems and processes for the capture and analysis of stakeholder feedback including producing surveys for parents, staff and pupils. Contribute to the development of strategies to ensure effective alumni engagement to support the Trust's mission and help raise the profile of the Trust To work flexibly within the Central Administration Team to provide cover during holidays periods and to support cross functional projects as required.
Responsibilities	
Safeguarding <ul style="list-style-type: none"> The jobholder must observe their obligations in accordance with the Trust's Child Protection Procedure and the document 'Keeping Children Safe in Education: Information for all school and college staff', and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. 	
Compliance <ul style="list-style-type: none"> Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person 	
Equal Opportunities <ul style="list-style-type: none"> Be aware and support difference and ensure equal opportunities for all 	

Conduct

- Contribute to the overall ethos, work and aims of the Trust

Training and Development

- Share expertise and skills with others
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use them to advice and support others

Additional Information**Mobility**

- The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust may be required, in accordance with legitimate operational requirements and/or facilitating the avoidance of staffing reductions

Other

- The job description reflects the major tasks to be carried out by the job holder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place
- The job description may be subject to review and/or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the salary grade for the job
- The jobholder is expected to comply with any reasonable management requests for any other duties commensurate with the grade of the post

Person Specification

Criteria	Essential	Desirable	Method of Assessment
Qualifications	<ul style="list-style-type: none"> NVQ 3 or equivalent Good standard of literacy and Numeracy with minimum GCSE (or equivalent) Math and English A-C Evidence of CPD 	<ul style="list-style-type: none"> Degree in relevant discipline 	<ul style="list-style-type: none"> Application Form Certificates
Experience	<ul style="list-style-type: none"> Demonstrable experience of working in a relevant administrative role Proven experience of working to develop and maintain website and social media platforms 	<ul style="list-style-type: none"> Experience of working in an educational setting Awareness of Multi Academy Trusts Knowledge of School Admissions procedures 	<ul style="list-style-type: none"> Application form Interview References
Knowledge and Understanding	<ul style="list-style-type: none"> Knowledge of a range of administrative procedures in the efficient and effective use of computerised MIS systems and Microsoft applications 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Interview References
Skills and Abilities	<ul style="list-style-type: none"> Excellent and professional interpersonal and communication skills Ability to present complex information clearly and concisely with excellent attention to detail Excellent organisational skills, with the ability to work under pressure, prioritising workload and meeting deadlines with minimum supervision Clear understanding of the importance of confidentiality 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Interview References
Beliefs, attitudes and personal attributes	<ul style="list-style-type: none"> Model and always demonstrate the Trust's core virtues A commitment to safeguarding and promoting welfare for all Exemplary levels of integrity Team focused Flexible and adaptable 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Application form Interview References

Signature of Manager:

Date: / /

Signature of post holder:

Date: / /