

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

# Job Description

<b>JOB TITLE:</b>	<b>Administration Assistant</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>SALARY RANGE:</b>	<b>Grade 5, SCP 7-11</b>
<b>REPORTING TO:</b>	<b>Facilities and Operations Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>In line with organisation structure</b>
<b>LIASING WITH:</b>	<b>CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team</b>

## Main Purpose

To provide confidential management and administration support for the day to day operation of Kinver High School, including support to teachers in raising standards of teaching and learning. You will be supporting the Headteacher and Senior Leadership Team. To provide comprehensive administrative support to the Headteacher and act as the first point of contact.

## Main Duties

### Portfolio

- Manage, plan and co-ordinate the administration of the Headteacher
- Support the Senior Leadership Team with communications to student, parents and external agencies/stakeholders as required
- Deal with day-to-day issues and queries from students.
- Support school staff with general administrative tasks such as typing, filing, collating of data, producing forms, booklets, posters etc.
- Assist with the typing of letters to parents and the distribution/upload of letters to relevant school systems, parent pay, school website etc.
- Analyse and evaluate data/information and produce reports/information/data as and when required



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



### Values

- Respect
- Resilience
- Relationships

- Maintain governor hub with updated documents and set up termly meeting with link governors and SLT.
- Follow cover procedure timeline to monitor staff absence half termly to cover lessons. Set cover board daily with the support of SLT.
- Keep a record of number of covers each staff member does.
- Ring supply agencies when instructed to do so to bring in cover.
- Act as liaison for supply and cover supervisors.
- Monitor that work has been set for classes being covered and send reminders where necessary.
- To provide support for the Headteacher and Senior Leadership Team, including correspondence, meeting minutes and clerical duties.
- Maintain the Head teacher's appointment diary, arranging meetings and appointments.
- To monitor all correspondence (incoming and outgoing) for the Headteacher.
- To prepare replies to correspondence on behalf of the Headteacher including letters, news items and key documents.
- To ensure that all routine information is passed to the LEA/DfE/Ofsted/Governors/Directors on behalf of the Headteacher.
- To provide all documents, reports and other items of information to the Headteacher and Governors when required.
- To maintain effective relationships with students, staff, parents/carers and agencies especially those of a sensitive or confidential nature.
- To oversee and manage the review of school policies, ensuring that school policies and website is compliant.
- To oversee and manage the school internal Complaints Policy, inclusion liaison with external parties
- To liaise with a range of agencies on behalf of the Headteacher.
- Prepare weekly SLT agenda and circulate in accordance with the Headteacher's instruction.
- Manage the facilitation and co-ordination of low-level parental complaints
- Support with school exclusion process, including collation or exclusion packs and updating relevant trackers
- Manage the completion of the student census returns

## Other Duties

- Provide administration support for SLT with organisation of school events.
- Order and distribute resources for teachers as required (e.g. staff planners).
- Organise ordering and publication of annual prospectuses.
- Print and issue all new starter cards and distribute, ensuring all staff and students are supplied with a lanyard.

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## Staffing and Resources

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to School Improvement
- Attend organisational meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

## Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

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Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary

## **Support For The Trust**

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## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertaken can be found at: Keeping Children Safe in Education, 2024

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>



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Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website. <https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	Good standard of English & Maths	NVQ Level 3 or equivalent relevant experience
<b>EXPERIENCE</b>	<p>Good organisation skills</p> <p>Ability to deal with large volumes of data, work well under pressure, prioritise workload and meet strict deadlines.</p> <p>Demonstrate proficient use of Microsoft products (Word, Excel, Outlook and PowerPoint)</p>	
<b>SKILLS AND KNOWLEDGE</b>	<p>Effective communication and interpersonal skills</p> <p>Understanding and respect for confidentiality in relation to all issues connected with this role</p> <p>Ability to communicate effectively and confidently both verbally and in writing</p>	
<b>PERSONAL QUALITIES</b>	<p>Self-motivated and self-confident</p> <p>To be reliable, punctual and have excellent attendance</p> <p>To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused</p> <p>Able to work constructively as part of a team, understanding school rules and responsibilities</p> <p>To be open and honest, to follow instructions and to take responsibility and accountability for own actions</p> <p>Demonstrate a 'can do' attitude and is adaptable to change with a positive, decisive and enthusiastic attitude</p> <p>Ability to build effective working relationships</p>	
<b>FLEXIBILITY</b>	<p>To work flexibly to meet the needs of the Trust and its educational establishments.</p> <p>Can be required to work in any location within the Trust.</p>	



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