

Information Pack

Swanswell MFL Hub Administrator (Grade 3)

FTC until August 2026



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary School.

All the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops, we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Sidney Stringer Multi Academy Trust?

There are many benefits for staff working at Sidney Stringer

- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and subsidies for Masters' degree
- Social committee with subsidised events
- Occupational health and counselling support
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards

JOB DESCRIPTION – Swanswell MFL Hub Admin Assistant (Grade 3)

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Swanswell MFL Hub Director

Hours: 20 hours per week – Term time only
Monday – Friday 10am – 2pm

Job Purpose: To provide comprehensive administrative support for The Swanswell MFL Hub.

Duties and Responsibilities:

General Admin support:

- Attendance at meetings, preparing and distributing agendas and ensuring copies of all documentation required for these meetings is provided. Scribing for the meetings, taking relevant notes and minutes. Please note, these meetings may take place outside of the above working hours so flexibility on working hours will be required.
- To assist the Swanswell MFL Hub Director in collating evidence, resources, evaluations and reports that are required for QA purposes, meeting purposes and training purposes.
- Maintain and update the Swanswell MFL Hub websites.
- Under the direction of the Swanswell MFL Hub Director, produce and distribute marketing materials for the Swanswell MFL Hub. Utilise social media to update and inform partner schools and trainee teachers.
- Undertake a range of clerical tasks including word processing, faxing, filing, photocopying, collating, and any other ad hoc clerical duties as may be required.
- Assist the School finance and admin team when required.
- Liaising with colleagues, assisting with the administration of training events and interviews associated with publicity and catering.
- Retaining systematic filing systems.
- Handling general phone calls and enquiries.
- Submission and timely updating of accurate and effective data records and reports.
- Effective internal and external communication – to include managing email inboxes and online communities, developing the website, production of newsletters and social media content, and maintenance of good relationships with all stakeholders.
- Processing of financial information and payments.

- Track delegated tasks where required and monitor progress, chasing any documentation or responses not received and keeping leadership teams informed as appropriate.
- Advertise, recruit and maintain bookings for events and courses.
- Maintain Hub database system of contacts and Hub engagement.
- Act in accordance with and in support of the aims and policies of the Academy.

SWANSWELL MFL Hub Admin support:

- Providing administrative support for the Hub teams to include the production of letters and other associated documentation.
- Co-ordination of Hub calendar and events - including arranging meetings/events as required and producing documentation for these.
- To manage the DfE data management system.
- To organise monitoring and assessment visits to schools.
- To ensure that all partner schools have access to the correct documentation and assist the Swanswell MFL Hub team in ensuring that all are handed in on time.
- To ensure that all administrative processes run smoothly.
- To support with the ordering of resources and materials as well as administrative work to support the hub host any events taking place

Other Duties:

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.
- Undertake training as may be required to fulfil the duties of the post
- Carry out the duties of the post with due regard to the School's Equal Opportunities Policy, Health and Safety Law, Financial and Audit requirements.

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 the particular duties as set out in the foregoing paragraphs.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder 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.

This job description may 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 grade for the job. The jobholder is expected to comply with any reasonable management requests.

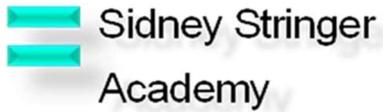
Job Description Reviewed By: Anna Ford February 2024

PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	For Office use only
KNOWLEDGE	Of: <ul style="list-style-type: none">▪ Computerised systems (e.g. Word, Excel, Google drive)	
SKILLS	<ul style="list-style-type: none">▪ Effective communication skills in order to work with colleagues and students in providing guidance, sharing good practice, and to assist in understanding and resolving questions or issues raised▪ Excellent numeracy skills▪ Excellent literacy skills in order to provide the required level of support	
ABILITIES	To: <ul style="list-style-type: none">▪ Understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information where necessary▪ Use a computer for data input, retrieval, analysis, research and reporting purposes▪ Undertake duties in accordance with audit and statutory requirements▪ Work in a supportive team environment▪ Prioritise own workload to meet agreed deadlines▪ Work with guidance and supervision▪ Handle confidential information correctly▪ Be flexible, use initiative, and remain calm and focused during times of pressure	

	<ul style="list-style-type: none"> ▪ Operate office equipment such as fax, photocopier, filing systems ▪ To use a financial system to raise invoices and make payments 	
EDUCATIONAL ACHIEVEMENTS	<ul style="list-style-type: none"> ▪ GCSE qualifications (or equivalent) in relevant subjects, to include English and Mathematics 	
EXPERIENCE	<p>Of:</p> <ul style="list-style-type: none"> ▪ Working in a busy and pressured financial/office/reception environment ▪ Working in, and promoting an environment of equal opportunities 	

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job



SWANSWELL MFL HUB Administrator

Grade 3 £10,564 actual salary

20 hours per week, 190 days per year. Monday – Friday 10.00 am-2.00 pm

Required ASAP

We are seeking to appoint a SWANSWELL MFL Hub Administrator to work at The Coventry Swanswell MFL Hub , which is based at Sidney Stringer Academy. You will be employed by the Trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary and Sidney Stringer Academy.

The post will support The Coventry Swanswell MFL Hub . You will support the organisation of events and general admin and clerical duties relating to ITT. The administrator will have overall responsibility for the administration requests for the Swanswell MFL Hub team.

If you would like further information or to discuss the post in more detail then please contact Anneliese Yafai, Swanswell MFL Hub Director; ayafai.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to [**recruitment@sidneystringeracademy.org.uk**](mailto:recruitment@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: 11 March 2024 at noon

Interview date : 18 March 2024

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.