



Tudor Grange
Teaching School Hub
Serving Solihull, Redditch,
Bromsgrove and Stratford-on-Avon

TEACHING SCHOOL HUB ADMINISTRATOR Job Description

NJC Grade 2
Point 3-4

£20, 812 - £21, 189 FTE
Actual salary £18, 083 - £18,365
37 hours per week
Term Time only
(8am-4pm Monday-Thursday,
8-3.30pm Friday)

Core Purpose

To provide comprehensive and confidential administrative support to the Teaching School Hub.
To work with the Teaching School leadership and management team to support, implement and maintain the administrative systems and procedures to meet the business delivery needs.

Specific Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance.

The Teaching School Hub administrative role and will support with:

- Providing admin support for the Director of Teaching School Hub to include the production of letters and other associated documentation.
- Liaising with the Teaching School Hub staff, assisting with the administration of training events and interviews associated with publicity and catering.
- Retaining systematic filing systems in relation to Teaching School Hub.
- Handling general phone calls and enquiries.
- Attendance at Teaching School Hub 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.
- Submission and timely updating of accurate and effective data records and reports.
- Co-ordination of the Teaching School Hub calendar and events - including arranging meetings/events as required and producing documentation for these.
- Effective internal and external communication – to include managing email inboxes and online communities, developing the Teaching School Hub 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 the TSH leadership team informed as appropriate.
- Advertise, recruit and maintain bookings for events and courses.
- Updating the TSH website, including collecting data as required.
- Maintain TSH database system of contacts and Hub engagement.
- Act in accordance with and in support of the aims and policies of the Academy.

Any other duties in support of the Teaching School Hub as reasonably decided by the Director of Teaching School Hub.

Line Manager

Director of Teaching School Hub