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**JOB DESCRIPTION**

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| **Position:** | **Administrative Assistants to the WTSA (x2)** |
| **Reports to:** | Assistant Director of WTSA |
| **Based at:** | Will be based primarily at Chesterton Primary School but may be required to work in any school in the cluster. Some travel to partner schools may be required. |
| **Pay Scale:** | SC 4 Pts 18-21  (One role will also have a special responsibility payment of £1,500) |
| **Contract:** | 36 hours per week but 28.8 (4 days) will be considered  One post will be all year round and one for 40 weeks  Some occasional evening or weekend work may be required |
| **Start Date:** | As Soon As Possible |

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| **Key Purpose:**  To provide effective administrative support to the Assistant Director and Directors of the Wandle Teaching School Alliance (WTSA) and its operations. These are important roles that require a level of self-reliance, creativity, innovation and determination.  These roles will work closely together and support each other across the range of the responsibilities in this job description and be directed by the Assistant Director of the Teaching School.  **Context**  The Wandle Teaching School Alliance (WTSA) comprises of The Maths Hub, The English Hub, Early Years Hub and the Wandle Teaching School. The alliance works with a wide range of schools,from different phases, specialisms and institutions who work together in a variety of ways to identify and tackle key issues within schools. We work together to deliver:   * Initial Teacher Training * Professional Development * School to School support   The WTSA is managed from within the Wandle Learning Trust (WLT) and has to report financially through the WLT. |

1. **Financial Responsibilities** *(Section 1 applies to 1 post only, all other sections apply to both jobs)*

* To raise purchase orders and sales invoices for the WTSA, ensuring accurate and prompt payment or receipt of funds or payments.
* To maintain accurate financial records and assist in the completion of financial data for returns to funding bodies e.g. the DfE etc
* To issue cheques within delegated limits
* To manage the WTSA bank account, reviewing cash flow and carrying out reconciliations
* To work closely with the Finance Assistant Chesterton and the Management Account (WLT) in completing and monitoring financial and staffing forecasts and any other financial reporting requirements.
* To maintain an accurate list of WTSA actual and predicted income

**2.0 Administrative Responsibilities:**

To ensure the maintenance of accurate and up-to-date Teaching School information, including distribution lists, the membership of meetings and the website.

To prepare information for publicity and marketing purposes, ensuring accuracy.

As directed by the Head of the Teaching School; to organise, attend and contribute to Teaching School related meetings, helping to prepare and issue agendas and associated documents, take minutes etc.

To provide an administrative service to the Primary and Secondary Leads and other WTSA staff, as required. This may include filing, typing, preparing packs for meetings and courses etc.

To maintain and develop strong communication with new and existing stakeholders, including the DfE, the NCTL and the Teaching School’s Council

To provide an administrative support service supporting Continuous Professional Development (CPD) programmes delivered by the WTSA; this to include:

* the admin support for the English Hub and Early Years hub
* marketing the Teaching School’s professional development programmes.
* ensuring course flyers are kept up-to-date, including course information contained on the website.
* managing the booking and communication process of CPD courses for delegates and facilitators
* welcoming delegates into the facilitating school for courses, ensuring they are appropriately signed in.
* organise refreshments (tea, coffee, biscuits) for CPD courses, including the ordering of lunches.
* ensuring the Training Room is appropriately maintained and tidy.
* assisting in the planning and organisational arrangements for the WTSA Primary and Secondary Joint Professional Days, being a prominent presence on the day to deal with queries etc
* School Direct

- To keep the current School Direct cohort informed of WTSA processes/workshops/meetings.

- To promote and market the WTSA School Direct offer by, for example, maintaining marketing materials, attending local and national recruitment events and responding to queries.

- To support the recruitment, interview and assessment process for the next School Direct cohort

* NQT’s
* To help promote and recruit delegates for the WTSA’s NQT programmes by maintaining marketing materials, managing the booking and ongoing communication processes and responding to queries.
* To assist the Teaching School Manager with the administration of the NQT Appropriate Body work.

* School Improvement:
* To forward requests for School-to-School support to the Head of the teaching school.
* To support the administration for the recruitment and deployment of NLEs, LLEs, SLEs and NLGs.
* To support the Project Lead of bids by taking minutes at meetings and assisting in marketing and recruiting for the projects.
* To help liaise with schools, Teaching Schools and organisations for possible joint projects.

**3.0 General Responsibilities:**

* To respect the sensitive nature of some of the Teaching School’s activities and maintain confidentiality.
* To set own targets and prioritise work effectively
* To take responsibility for own continuous professional development.
* To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for the WTSA
* To ensure compliance with Data Protection legislation
* To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation.
* To ensure that line managers or senior management are made aware of and kept fully informed of any concerns in relation to safeguarding and/or child protection;
* To be aware of the principles of safeguarding as they apply to vulnerable adults;
* To comply with health and safety policies at all times, ensuring issues are raised or reported as required;
* To be aware of and support difference and ensure equal opportunities for all;
* To ensure that WLT finance and HR policies are followed at all times,
* If requested by the Director of Finance and Operations, to undertake work of a similar nature elsewhere within the WLT trust on a short term basis, if appropriate.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| GCSE Maths & English  Administrative, business or school management qualification | Y | Y |
| **Experience** |  |  |
| Experience of using Microsoft Office Suite  Experience of using Email for communication and Internet for research  Experience of using computerised administrative systems and databases  Experience of using financial systems | Y  Y  Y | Y |
| Experience working in a school setting  Experience of working with the general public  Entrepreneurial experience |  | Y  Y  Y |
| **Skills** |  |  |
| Personal |  |  |
| Must be well organised  Ability to work under pressure and ensure deadlines are met  Ability to work independently and as part of a team  Ability to organise and prioritise workload and work on own initiative  Ability to demonstrate high standards of literacy and numeracy  Ability to maintain high standards of accuracy and have a calm methodical approach to work  Excellent record of attendance and punctuality  The ability to keep a good sense of humour and resilience under pressure | Y  Y  Y  Y  Y  Y  Y  Y |  |
| Administrative/Financial |  |  |
| Experience of using, maintaining and developing administrative systems  Ability to produce & analyse basic reports  Ability to communicate effectively with external stakeholders  Ability to find creative solutions to issues  Ability to maintain accurate records and filing systems  Ability to maintain efficient record keeping system | Y  Y  Y  Y  Y  Y |  |
| Relations |  |  |
| Have good interpersonal skills and be able to communicate effectively with a wide range of people  Ability to show honesty, sensitivity and objectivity in dealing with confidential issues  Ability to develop good relations with all stakeholders  Willingness and ability to work flexibly at peak times | Y  Y  Y  Y |  |
| IT Skills |  |  |
| Fast and accurate keyboard skills  Word processing and typing skills  Strong Excel,Word and power point skills | Y  Y  Y |  |

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

#### *Updated: March 2019 by Director of Finance & Operations*

Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Assistant Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_