****

**JOB DESCRIPTION AND PERSON SPECIFICATION**

**ADMINISTRATOR AND PERSONAL ASSISTANT**

**Post title:** Administrator / PA to the trust’s CEO and central team

**Responsible to:** The Chief Executive Officer (CEO) and the director of operations

**Location:** Across the Quality First Education trust sites, but predominantly based at the two Belleville Primary sites (Webb’s Road SW11 6PR & Meteor Street SW11 5NZ)

**Hours:** Monday to Friday, 36 hours per week, with a start time of 08.00am. 42 weeks per annum (term time plus 3 weeks)**.** Holiday is not to be taken during term time and applicants must be able to work some parts of the school holidays.

**Grade and salary:** Scale 4,£24,717 (actual pro rata salary for 42 weeks is £23,069; this may be adjusted depending on length of service and annual leave entitlement).

**MAIN PURPOSE OF THE ROLE**

Administrative support to the CEO and the Quality First Education trust senior leadership team.

**RESPONSIBILITIES**

|  |
| --- |
| **Support to the CEO and the trust’s senior leadership team**  |
| **To provide administrative and organisational support, by**:* Maintaining the CEO’s diary, arranging appointments and caring for visitors.
* Maintaining clear, effective and up-to-date filing, records and other systems.
* Sorting and prioritising post and dealing with telephone calls for the CEO.
* Supporting the CEO’s role on the trust board, by liaising with and supporting the trustees.
* Undertaking administrative tasks as required by the CEO and his senior team.
 |
| **Supporting the smooth running of trust activities**  |
| **To provide professional support for the trust’s activities by:** * Providing polite, professional and efficient support to events and meetings, both face to face and virtual, including organising dates, sending invitations, maintaining attendee lists, preparing resources, helping with catering (for face to face events), supporting virtual platforms where required (we normally use zoom), taking notes and keeping records.
* Coordinating specific school and trust projects, maintaining project plans and task lists.
* Maintaining accurate records of school and trust activities.
* Maintaining positive and productive relationships with staff across the trust’s schools, other schools and organisations that we work with, trustees, local governors and external advisors.
* Responding appropriately and efficiently to post, telephone, email and in-person enquiries.
* Contributing to reports/summaries for the CEO, the trust senior leadership team, trustees, local governors, trust and school staff and external agencies when required.
* Contributing to trust/school information, including website content and marketing materials.
 |
| **General school tasks**  |
| **To support the day-to-day functions of the trust schools, and support your colleagues, by:*** Keeping office space tidy, professional and in good order.
* Keeping records (both computerised and paper based) in accordance with data retention and data protection policies, ensuring security and confidentiality at all times.
* Contributing towards the planning and development of office systems and procedures.
* Occasional school office or reception duties, to support busy periods and cover absence.
* Supporting the training and development of other staff within the school.
 |
| **Ethos, behaviour and welfare**  |
| **To support the trust in ensuring a safe, inclusive and supportive environment, by:*** Sharing a commitment to the vision and aims of the trust.
* Valuing individuals and being supportive of colleagues.
* Helping to maintain high morale and confidence by setting an example of high standards and professionalism at work.
* Promoting the safety and well-being of all pupils and staff; understanding and undertaking the duties and responsibilities outlined in our safeguarding policy and code of conduct.
* Ensuring that any Child Protection, Safeguarding, Health & Safety or Data Protection issues are reported promptly to the appropriate person, in accordance with school policies.
 |
| **Other**  |
| * To undertake any other duties commensurate with the post as reasonably delegated by the CEO or his senior leadership team.
 |

This job description may be amended at any time following discussion between the CEO or the director of operations, and the member of staff.

**PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desired** |
| **Qualifications** |  |  |
| GCSE English and Maths A\*-C (or equivalent)  | ✓ |  |
| Graduate  |  | ✓ |
| **Knowledge and experience** |  |  |
| Administrative experience within a busy office environment  |  | ✓ |
| Experience of working within a school |  | ✓ |
| An awareness of and interest in the trust and its schools  | ✓ |  |
| **Skills and abilities** |  |  |
| Strong interpersonal skills | ✓ |  |
| Good IT/computer skills, familiar with common packages (e.g. Word, Excel) | ✓ |  |
| Excellent attention to detail | ✓ |  |
| Able to communicate effectively, with excellent spoken and written English | ✓ |  |
| Able to confidently use office technology such as printers and copiers | ✓ |  |
| Able to maintain records with accuracy and confidentiality  | ✓ |  |
| Able to understand and follow agreed policies, procedures and systems  | ✓ |  |
| Able to recognise, value and build on others’ good practice | ✓ |  |
| Able to plan, organise and prioritise | ✓ |  |
| Able to work collaboratively with colleagues as part of a team | ✓ |  |
| **Personal Qualities** |  |  |
| Punctual, professional, accurate, efficient and thorough | ✓ |  |
| A team player, willing to play an active role in the school and trust community | ✓ |  |
| Able to contribute to the overall ethos, work and aims of the trust | ✓ |  |
| High motivation, energy and enthusiasm | ✓ |  |
| High personal standards and aspirations | ✓ |  |
| Pro-active approach to work  | ✓ |  |
| Positive approach to change | ✓ |  |
| Manages pressure with resilience and flexibility | ✓ |  |
| Reliable and self-reliant | ✓ |  |
| Engaging and approachable  | ✓ |  |
| Keen to train and embrace professional development opportunities | ✓ |  |
| Respectful of the principles of Equal Opportunities | ✓ |  |
| A relentless drive for improvement, excellence and equality  | ✓ |  |