



Job Description

Job Title: Senior Administrator
Accountable to: Director of Operations

JD Code: JDC20

Line Management:

The post holder will be accountable to the Director of Operations for all initiatives related to this post.

Job Purpose:

To be an administration support to the Trust central team, performing all the necessary tasks requested and undertaking a full range of administrative duties.

Key Tasks and Accountabilities:

Administration & Personal Assistance

- Sort and prioritise all unaddressed incoming post and emails to the central team for the attention of the appropriate individual.
- Handle all confidential correspondence with discretion.
- Draft well-presented and accurate correspondence, reports and other documentation for the Executive Leadership Team (ELT).
- Liaise with school staff and external agencies and provide information as required.
- Provide reports to Senior Leaders as and when required.
- Manage the Chief Executive's diary, arranging appointments as appropriate, receiving visitors, and ensuring that the Chief Executive is adequately briefed on matters to be discussed.
- Make travel arrangements for the ELT and provide care for their visitors, including the provision of refreshments.

Governance & Compliance

- Support the Director of Operations with the recruitment process for the Trust Board and Local Governing Bodies, ensuring relevant checks are undertaken and all parties are kept informed of progress.
- Maintain membership records including contact details and terms of office for Trustees and Governors, informing relevant parties of any changes.
- Collate, maintain, and ensure correct publication of information about Trustees and Governors such as pecuniary interests.
- Co-ordinate CPD for Trustees and Local Governing Bodies
- Undertake the administration of the online governance portal, Governor Hub.
- Monitor schools' compliance with statutory and regulatory requirements in relation to governance, working with schools to address where gaps are identified.
- Assist in policy and review management.
- Undertake school website audits.

Marketing & Communications

- Assist with any updates and the monitoring of the Trust website and regular communications.



WADE DEACON TRUST

- Run the Trust's social media accounts.
- Support the Director of Operations to develop internal communications including SharePoint sites.

Professional Development Centre

- Take responsibility for bookings and administration for room hire.
- Set up facilities to meet the needs of agreed bookings.
- Attend to reception during booking periods as necessary.
- Assist the Trust Senior Finance Officer with ordering stock and invoicing companies.

Initial Teacher Training (ITT)

- Support the Leader of ITT with administration of the programme.
- Act as a point of contact for prospective trainees, efficiently and promptly managing requests for information received via the website, email, telephone and in person.
- Assist in the preparation for and delivery of interviews, including liaising with decision makers across the Trust.
- Arrange the logistics for key events such as conferences, recruitment days, and training events.

General

- Provide administrative support for the central teams as required, including assisting in the management of all information systems.
- Co-ordinate CPD for central staff.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate people.
- Participate in training and development activities and programmes.
- Attend and participate in meetings as required.
- Organise own workload and prioritise daily using own initiative and knowledge of the work, with minimum direct supervision from the ELT.
- any other duties reasonably requested by the CEO, Chief Operations Officer and/or Line Manager.

Once in post, the post holder will:

- continue to maintain and demonstrate high standards;
- demonstrate a commitment to develop themselves professionally;
- vocalise the school's vision and aspirations
- be flexible to adapt to change
- be a role model and act as an ambassador for the school and Trust in and outside of the school by speaking positively about the school in the community, always upholding a 'Commitment to Excellence', and by dressing appropriately and smartly in professional attire.

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities.



PERSON SPECIFICATION

CRITERIA		ESSENTIAL / DESIRABLE
A. Education and training	Level 2 qualifications or equivalent in Maths/numeracy and English/literacy.	E
	Evidence of Continuous Professional Development.	E
B. Skills and abilities	Analytical skills and trouble-shooting abilities.	E
	Good IT skills. Proficiency in the use of generic IT packages including Microsoft Office. Ability to learn specific packages.	E
	Ability to work at speed and maintain a high level of accuracy.	E
	Ability to prioritise and organise own workload.	E
	Experience of using, developing, and improving systems and procedures.	D
C. Special knowledge & Experience	Experience of working in an office environment.	E
	Experience of maintaining manual and computerised records and/or the management of information systems.	E
	Experience of meeting deadlines to ensure the effective management of resources.	E
	Experience working in a school / academy trust.	D
	Experience using Microsoft SharePoint.	D
D. Personal qualities	Ability to work well within a team, and support colleagues.	E
	Excellent attention-to-detail.	E
	Ability to adapt to both varying tasks and those of a routine nature.	E
	Ability to absorb information readily and speedily and work under pressure.	E
	Ability to respond professionally to staff, outside agencies, suppliers and the general public at all levels.	E
E. Approach to work	Excellent organisational and time-management skills with ability to prioritise, multitask and manage a busy workload.	E
	Reliable, respectful and confident.	E
	A good understanding of the need for confidentiality.	E
	Commitment to and understanding of equal opportunities and safeguarding.	E

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to pre-employment checks including an enhanced DBS disclosure.