

## Job Description

<b>Role</b>	Flying High Partnership Administrator
<b>Location</b>	Hucknall Flying High Academy
<b>Accountable to:</b>	Teaching School Manager
<b>Salary</b>	NJC Grade 3 £17,681 - £18,870
<b>Hours</b>	37 hours per week, all year round (1.5-year fixed term contract)

### Position Overview

The role will be based within the Flying High Partnership (FHP) central team. In our pursuit for excellence in all that we do, as FHP Administrator you will work as part of a team to provide high quality administrative support across a range of activities, including managing online bookings for training events, maintaining training facilities and welcoming delegates/speakers to events.

The role will work across the following departments of the Flying High Partnership and impacts on the lives of our children in schools by ensuring that high quality continuous professional development is provided to all school staff, enabling them to perform at their absolute best.

### Flying High Teaching School

The Flying High Teaching School Alliance works with 54 schools across Nottinghamshire and beyond delivering Continuous Professional Development, Initial Teacher Training (ITT) and school to school support.

### Inspiring Leaders

A partnership of five lead schools consisting of four outstanding Teaching Schools and one Special School, licensed by the Department for Education to deliver a set of National

Professional Qualifications to school leaders. In partnership with these schools is a network of primary, secondary and specialist schools, all involved in the participation, delivery and development of the NPQ programmes.

### **Flying High Trust**

A multi academy trust of 23 primary schools across Nottinghamshire, Derbyshire, and Nottingham City working together to create the best schools in the universe.

### **Main duties**

- Oversight of online booking system to monitor and administer course bookings, ensuring courses are viable in terms of delegate numbers.
- Ensure training confirmations and reminders are issued to delegates.
- Take responsibility for catering arrangements and managing refreshment supplies.
- Liaison with training providers to ensure they are fully briefed in terms of logistics.
- Be responsible for ensuring sales invoices relating to Teaching School activity are raised and submitted for payment before events take place.
- Meet and greet course leaders and welcome delegates.
- Be responsible for the production of all course materials as directed by the course trainer/Teaching School Manager.
- Monitor and maintain stationery and stock to minimise wastage and ensure replenishments are ordered in a cost effective and efficient manner.
- Provide administrative support to various projects across the FHP partnership as required.
- Collating and sharing course evaluations ensuring the quality of provision is monitored and maintained and any issues promptly addressed.
- Engage in marketing activity to include the following:
  - Maintaining social media presence
  - Supporting with the design and development of flyers in line with the FHP

brand

- Emailing training opportunities across Nottinghamshire and beyond
- Attend face to face marketing events, engaging with potential participants
- Provide polite, informative and effective communication, via phone and email to a range of stakeholders such as participants, venues, facilitators and school staff.
- Develop and maintain high quality relationships with all stakeholders, partners and delegates.
- Monitor and maintain accurate records of training and support provided so that they can be drawn upon to provide impact evidence when required.
- Take minutes and support preparation for meetings as appropriate.

## General Duties

- Engage as an active member of the operations team.
- Be a flexible and supportive member of the team.
- Be willing to undertake professional development where appropriate.

## Job Requirements

We are looking for a highly motivated team member who is able to work across various strands of the business to provide high quality administrative support.

Person	Essential	Desirable
<b>Vision and values</b>	<ul style="list-style-type: none"> <li>● Highly motivated and passionate about the vision</li> </ul>	



	and aims of partnership.	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of diary management</li> <li>• At least 1 years' experience working in a virtual field in an administrative capacity</li> <li>• Experience of working in a fast paced environment whilst maintaining quality and professionalism</li> <li>• Experience of online booking systems</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in education</li> <li>• Experience of producing marketing materials</li> <li>• Experience of events administration</li> </ul>
	<ul style="list-style-type: none"> <li>• Have strong organisational and time management skills</li> <li>• Be pro-active, with the ability to work on your own initiative in order to get things done</li> <li>• Good communicator and have the ability to build effective working relationships</li> <li>• A keen attention to detail</li> <li>• Ability to work under pressure in a fast-paced environment</li> <li>• A high standard of ICT including Microsoft Word, Outlook and Excel</li> <li>• A high standard of written English</li> </ul>	
<b>Subject Knowledge</b>		<ul style="list-style-type: none"> <li>• An understanding of current education policies</li> </ul>

		and pressures
<b>Education and Training</b>		<ul style="list-style-type: none"> <li>• Evidence of an on-going commitment to CPD</li> </ul>
<b>Others</b>	<ul style="list-style-type: none"> <li>• Full driving license and access to own transport</li> <li>• Flexibility to travel to events and different locations</li> </ul>	

### Person specification

- Excellent time management and organisation skills.
- Maintain a flexible approach to tasks they are required to undertake.
- Be proactive and maintain motivation to deliver their role.
- Be a team player and be prepared to support other areas of the Partnership as the work load dictates.
- Understand links across the various teams within the Partnership and how their role links with these.
- Maintain a collaborative approach to the completion of tasks.
- Provide an excellent level of customer service.
- Be energetic and enthusiastic and convey a positive image of the partnership.
- Uphold the Trust Behaviours at all times.

Our organisation is committed to safeguarding and promoting the welfare of children and expects all staff and post holders to share this commitment.

We are committed to equality of opportunity for all staff and applicants. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil

partnerships.