

# Job Description

<b>Establishment:</b> Spencer Academies Trust
<b>Post Title</b> Trust Admin Support Officer
<b>Grade/Pay Range:</b> NJC 3-6 (£15216-- £16147 actual term time only salary)
<b>Hours/weeks:</b> Full time 37 hours per week term time only
<b>Reporting to:</b> Executive Assistant to the Chief Executive
<b>Department/Team:</b> : SAT Central Team

## Part-time & Job Share requests will be considered

### Overall Purpose of Post:

To provide administrative support to the Trust Central Team

### Main Duties and Responsibilities

Working with the Operational Leads and their teams who manage the support functions for the Trust you will be required to carry out the following duties. The nature of the Trust Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

#### Administration

1. Provide day-to-day administrative and clerical support to the Team
2. Answering incoming calls to the team and directing them to the appropriate member of the team
3. To ensure that all queries, either in person or by telephone are dealt with efficiently and appropriately
4. Provide confidential administrative support as required, including note taking at meetings.
5. Undertake filing and scanning for the team
6. Operate and maintain relevant equipment and ICT software packages e.g.; SIMs, Word, Excel, Email, Texting service
7. Operate reprographic equipment in order to provide an efficient service to the Trust team and arrange servicing when required
8. Liaise with external bodies on behalf of the team, and to liaise with staff across the Trust circulating information when required.
9. Assist with internal and external meeting arrangements, including room and catering booking, preparation of agendas and papers, distribution of appropriate papers, and minute -taking as required.
10. To manage ordering of stationery, receiving and checking of goods
11. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
12. Supporting operational team with diary management

**General**

1. Work in a professional manner and with integrity and maintain confidentiality of records and information
2. Maintain up to date knowledge in line with national changes and legislation as appropriate to the role
3. Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding
4. Participate in the Trust Appraisal process and undertake professional development as required
5. Adhere to all internal and external deadlines
6. Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role
7. These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust

**Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name of Postholder:

Signature:

Date:

## Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
General clerical and administration experience	✓	
Previous experience in an educational environment		✓
Driving Licence		✓
<b>Knowledge and skills</b>		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work to meet deadlines	✓	
Efficient and meticulous in organisation		
Able to follow direction and work in collaboration with others	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	