

JOB DESCRIPTION

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| Job Title: | Administrative Officer |
| Salary: | TPAT Point 8 |
| Hours: | Part-time (30 hours per week, term time only plus 10 days during schools holidays) |
| Base: | Academy House, Truro |
| Responsible to: | Administrative Manager |
| Direct Supervisory Responsibility for: | None |
| Important Functional Relationships: Internal/External | <u>Internal:</u> CEO, SLT, Trustees, Central team staff, Headteachers, School Staff, Local Governing Board members <u>External:</u> Contractors, visitors |

Main Purpose of Job:

- To undertake reception duties and provide administrative support as required to the TPAT central team.

Main Duties and Responsibilities:

- To assist with the Trust recruitment advertising procedures, liaising with schools as necessary and ensuring that all job adverts are checked and placed on the appropriate media platforms in a timely and efficient way.
- To understand the employment checking processes for new employees and be able to ensure that Personnel files are up to date and compliant. To assist the Administrative Manager in maintaining the Single Central Record.
- To greet all visitors to Academy House and to offer help and assistance to them as required.
- To answer the telephone and redirect calls and to take messages for TPAT central team as required.
- To send out agenda's and minute any meetings as directed by the Administrative Manager.
- To maintain all room bookings for the Meeting and Training rooms at Academy House, liaising with colleagues and external providers as required. Ensure that lunch and refreshments are provided as required.

- To ensure that the reception area of Academy House plus the meeting and training rooms are kept clean and tidy.
- To compose original letters and documents as required and support members of SLT with administrative and clerical tasks.
- To support with Governance Administration - ensure that the Governance database is kept up to date through liaison with School Governors, monitor the governance inbox and book LGB members onto Governance Training sessions. To provide certificates and arranging invoices following training sessions.
- To produce reports from any of the Trust systems (eg Arbor) as required.
- To update the Trust intranet site, social media and the website as required.
- To collate Trust wide communications as necessary and circulating to all schools.
- To undertake clerical tasks such as photocopying, collating meeting papers, postal duties and making refreshments as necessary.
- To produce flyers, leaflets and brochures when required.
- To maintain confidentiality of information acquired in the course of undertaking duties.
- To undertake other duties appropriate to the salary of the post as required.

General/Other:

- To act as a trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;
- To be aware of and adhere to all trust policies and procedures;
- To be responsible for your own continuing self-development and attend meetings as appropriate;
- To undertake other duties appropriate to the post as required.

| Person Specification: | Essential | Desirable: | Recruiting Method: |
|-------------------------------|---|---|----------------------------------|
| Education and Training | English and Maths GCSE or equivalent Level 2 Business Administration or equivalent | Level 3 Business administration qualification | Application Form / Interview |
| Skills and Experience | Recent experience of working in an office environment. | Experience of working within an education environment | Application/Interview/Assessment |

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| | <p>Experience at composing original written content eg letters, reports, websites.</p> <p>Understanding of Microsoft office packages</p> <p>Experience at reception duties</p> | <p>Experience of recruitment advertising processes</p> <p>Experience of minuting meetings</p> | |
| Specialist Knowledge and Skills | <p>Up-to-date ICT skills</p> <p>Good listening & communication skills</p> <p>Excellent customer service and communication skills</p> <p>Strong organisational skills</p> <p>High level of accuracy and attention to detail</p> <p>Ability to work to deadlines and methodical approach to work</p> <p>Demonstrates an awareness, understanding and commitment to the protection of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equality and diversity</p> | <p>Knowledge of working in a multi academy trust</p> | <p>Application/Interview/Assessment</p> |
| Behaviours and Values | <p>Confidential</p> <p>Team worker</p> <p>Friendly disposition</p> | | <p>Application/Interview/Assessment</p> |

Special Conditions related to the post

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

All candidates invited to interview are subject to a google search, where this search raises safeguarding concerns supplementary questions may be asked at interview. Where the search raises serious concerns, the panel have the right to withdraw the offer of the interview. The panel will always share any concerns raised with the applicant.

Successful applicants must be suitable to work with children and will need to undertake the following before commencing employment:

- Enhanced Disclosure & Barring Service (DBS) Certificate with barred list information;
- Receipt of two satisfactory employer references; one of which must be from your current or most recent employer;
- Satisfactory verification of relevant qualifications;
- Satisfactory health check.

All new employees will be required to undertake mandatory training required by the Trust.

September 2023