



## **Required for September 2018 or as soon as available:**

### **Trust Administrator**

**Salary – Hourly Rate £10 Per Hour**

**Term Time Only**

We are a small not-for profit organisation providing consultancy services to schools and children's social care. To support future growth we are looking to employ a highly motivated and creative administrator who will provide high quality administrative support to the Trust in a flexible and creative way.

A large part of the role will include day to day administration, the maintenance and co-ordination of Trust processes, and the effective and efficient administration of office systems.

This is an exciting opportunity for an experienced, enthusiastic and inspiring administrator to join the Trust as we begin to expand our services.

**Do you have excellent organisational skills?**

**Do you have high level written and oral communication skills?**

**Are you able to effectively use computer packages including Excel and PowerPoint?**

**Are you self-motivated and able to work under your own initiative?**

**Are you child-centred and do you enjoy working with children?**

If you have answered yes to all of the above please contact us on the telephone number below to request an application form.

This will be an exciting yet demanding but very rewarding role and we look forward to hearing from you very soon.



## **Job Specification – Trust Administrator**

**15 Hours per Week**

**School Hours**

**Term Time Only**

**Hourly Rate: £10**

- Provide additional administrative support to the Principal Trustee and the Trust.
  - Maintain and co-ordinate Awarding Body documentation as laid down by awarding body guidelines. (NOCN)
  - Manage candidate entries and collate portfolio evidence.
  - Develop and maintain effective and efficient administrative and office systems. (Including recording and filing systems.)
  - Process all relevant internal and external correspondence.
  - Keep a well organised brought-forward system and distribute/deal with documentation as necessary
  - Arrange and attend meetings as required and take minutes of the meetings. Maintain effective files for meetings.
  - Manage the Trust diary, organising appointments, attendance at meetings, etc, and brief Directors on weekly schedule, bringing forward all necessary documents.
  - Access E Mails regularly, and distribute messages promptly.
  - Prepare and send E Mails as required.
- Organise regular meetings as identified.
  - Take minutes. Draft and circulate agendas for meetings and minutes of meetings.
  - Produce reports pertaining to School Improvement visits and accompany School Improvement Partner's where required.
  - Maintain up to date membership lists for Meetings held.
  - Use computer based packages including Excel to prepare, update and maintain Trust associated administration.
  - Process application for training and CPD.
  - Maintain the Single Central Record.
  - Manage HR processes diligently in line with KCSIE and WTtSC



- Order and maintain stationery requirements as necessary.
- Light domestic duties to maintain the office as required.
- Collect and collate data as required including Monthly Board Update.
- Carry out regular resource audits.
- Have an understanding and awareness of the Ofsted Common Inspection Framework and the requirements in relation to school Independent School Regulations and administration.