

JOB DESCRIPTION

Job Title:	Trust General Administrator	Reporting to:	Head of People and Organisation Development
Location:	Blended and flexible working considered.	Annual salary:	Grade 2 £18,562 – £20,493
Contract type:	Permanent, full time	Hours of work:	Monday – Friday 36.5 hours per week

JOB PURPOSE AND RESPONSIBILITIES

To provide an efficient and effective administrative and office support function for the Trust as required. Predominantly supporting the Central Team including the Senior Executive Team, HR, Marketing, Partnerships and Finance. Taking independent and pro-active action where appropriate to resolve administrative matters. This role will be flexible and may have a 'blended' base of home-working, school and office base as required.

MAIN DUTIES

- Provide administrative support including word processing, filing, arranging photocopying and collating of resources.
- To update and maintain the data collection systems and run reports as required.
- To provide administrative support to the Central Team in relation to recruitment processes, template letters, updating spreadsheets and safeguarding matters.
- Ensure that all mandatory processes in accordance with Safer Recruitment Practices are completed across the Trust (including but not limited to):-
 - Coordinating the advertising of vacancies, with oversight of Senior HR Officer/Head of People and Organisation Development.
 - Compiling application packs and monitoring applications received.
 - Monitoring shortlisting and interview schedules to ensure they are timely, consistent and that appointments are confirmed asap.
- Liaising with the Academies to ensure that pre-employment checks are taking place as per protocol and in adherence with safer recruitment ensuring interviews are being coordinating and taking place by the Academy as per the recruitment process.
- Support our academies and departments with marketing requests.
- Manage the CORE Education Trust's social media channels to promote the Trust and share news stories from across the Trust.
- Keeping up with news that is applicable to our company, to use as social media posts.
- When required, provide cover and support for Head Office reception; taking clear telephone messages, welcoming visitors and booking them in to the system, providing effective customer service to all stakeholders.

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- Support with the coordination and administration of internal projects and programmes to ensure a timely and regular delivery of projects.
 - Provide administrative support for effective programme and partnerships development, delivery and evaluation.
 - To manage the post, arranging special deliveries etc as required for Head Office.
 - To work collaboratively with colleagues to ensure that the administrative processes are efficient, effective and compliant with regulatory requirements.
 - Ensure compliance with GDPR / Data Protection at all times.
 - Escalate issues through appropriate channels in a timely fashion.
 - Treat people fairly, equitably and with dignity and respect to create and maintain a positive and supportive culture.
 - Regularly review own practice, set personal targets and take responsibility for own personal development.
 - Such other duties as may be appropriate to achieve the objectives of the post to assist the leadership team in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes.
 - Any other duties deemed appropriate to the grade and workload as requested by the Governors/Trust.

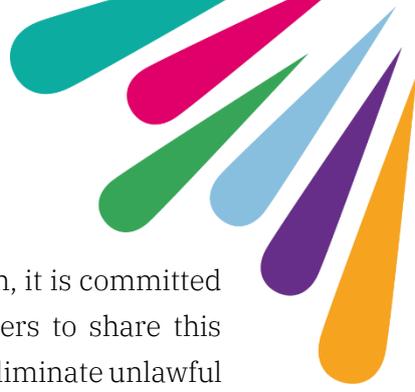
SPECIAL CONDITIONS OF EMPLOYMENT

REHABILITATION OF OFFENDERS ACT 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions, and reprimands being considered. Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Headteacher by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with CORE Education Trust Disciplinary Procedure.

HEALTH AND SAFETY

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in CORE Education Trust Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.



EQUALITY AND DIVERSITY

CORE Education Trust is committed to equality and values diversity. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

TRAINING AND DEVELOPMENT

The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

MOBILITY

The jobholder may be required to transfer to any job appropriate to their grade at such a place as in the service of the Trust they may be required, in accordance with legitimate operational requirements and / or facilitating the avoidance of staffing reductions.

This job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS (Disclosure and Barring Services) Check is required for all successful applicants.

Job Description Reviewed on:	November 2021
Job Description Reviewed by:	Head of People and Organisation Development

PERSON SPECIFICATION



Job Title:	Trust General Administrator	Reporting to:	Head of People and Organisation Development
Salary:	Grade 2 £18,562 – £20,493	Location:	Blended and flexible working considered.

CORE Education Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment. All posts will be subject to a DBS clearance at Enhanced level.

The Person Specification outlines the main attributes needed to adequately perform the post specified. It is intended to give prospective candidates a better understanding of the post requirements. It will be used as part of the recruitment process in identifying and shortlisting candidates.

	Essential	Desirable
Education, Training and Qualifications <ul style="list-style-type: none"> GCSE English and Maths (grades A*-C) or equivalent 	X	
Experience, Knowledge, Skills /Competencies <ul style="list-style-type: none"> Substantial experience of working within an office environment Experience of working within an education setting or environment Experience of a wide range of administrative functions Competent in using ICT packages such as Microsoft Word /Excel and database systems (SIMS) including mail merge Knowledge of safeguarding Excellent attention to detail Excellent time management and organisational skills Able to use initiative and work with minimal direction 	X X X X X X X	X
Personal Attributes <ul style="list-style-type: none"> Resilience, the ability to work under pressure, able to meet deadlines and manage competing demands. Ability to prioritise workload and multi-task Excellent communication skills (including written, oral and presentation skills), ability to communicate to all relevant stakeholders. Excellent interpersonal skills Ability to project an image of professionalism 	X X X X X X	

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| <ul style="list-style-type: none">A commitment to CORE Education Trust vision, values, aims and the objectives of its academies programme | X | |
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CORE
EDUCATION
TRUST

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