

KENT SPECIAL EDUCATIONAL NEEDS TRUST (KsENT)

Job Description: Trust Administrator

Pay Range: Kent Range 5

Fixed Term Term time only
37 hours/week

Job Purpose: Organize and coordinate the Trusts administrative function, operations and procedures in order to ensure organizational effectiveness and efficiency.

Main Duties and Responsibilities:

- Accurate preparation of invoices following events and ensuring invoices are approved for payment, oversee procurement and manage other aspects of the day to day finance.
- To undertake administrative support to all aspects of the Trust
- Manage the UCAS Initial Teacher Training systems for recruitment whilst ensuring accurate records are maintained as required.
- Manage the preparation, editing and production of marketing and publicity materials to promote events and its distribution through a variety of media.
- Attend Trust meetings to provide onsite support, take minutes and reports as required.
- Ensure meetings function efficiently and effectively by providing a secretariat function to Ksent. Organise meetings and convene Annual General Meetings,
- Ensure logistical arrangements are in place, prepare agendas in agreement with the Chair, prepare briefing and advice notes for Chairs, ensure meeting papers are commissioned, compiled and distributed and take minutes to ensure that accurate documentation is kept.
- Coordinate participant attendance to all meetings and events, liaise with event leaders, participants and outside organisations; respond to enquiries and direct accordingly, collate feedback, produce reports and implement recommendations. Manage the live booking system as required
- Actively drive and initiate own workload to effectively complement that of the Board of Directors and Executive, planning and raising tasks well ahead of time
- To ensure that the Board of Directors, Executive and Heads are adequately prepared for meetings, and events and deadlines achieved.
- Ensure excellent communication flow within the board, its committees, the Executive, Head Teachers and cascade to other relevant parties.
- Handle correspondence on behalf of Ksent and its directors. Field and respond directly to incoming messages and requests from all parties ensuring that the Chair, Board and Executive are kept up to date with key issues at all times.

- Administration of the Ksent portal and Ksent External Website and social media. Responsible for day to day content management, maintenance and operational support liaising with providers and general administration. Interface with SchoolPost and management of accounts and permissions. Proactively prepare and maintain the Ksent Events Diary.
- Collate information and prepare documentation and literature in advance of all meetings and events; ensuring accessibility in an appropriate and timely manner.
- Preparation of display and PR materials
- Organise meetings and events, including sourcing, negotiating and recommending venues and services within agreed parameters, liaises with internal and external resources as appropriate. Ensuring event spaces are fully prepared for each event
- Work in partnership with the administration assistants working in each school within the Trust.
- Coordinate and support Initial Teacher Training, information events and interview processes.
- Input, process and administer the UCAS ITT systems whilst ensuring accurate records are maintained as required.
- Continually update and maintain accuracy of databases and other tools used to execute delivery, prepares reports as required.
- Ensure compliance with all aspects of Data Protection.
- Develop and oversee the day-to-day administration of the Trust, maintenance and security of legal documents and corporate records
- Travel to different locations, as required

Role: Ksent Administrator

Pay Range: Kent Range 5

JOB SPECIFICATION: Organize and coordinate the Trusts administrative function, operations and procedures in order to ensure organizational effectiveness and efficiency.

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> • Level 2 or equivalent in Literacy & numeracy • Level 2/3 in Business and Administration or Diploma
EXPERIENCE	<ul style="list-style-type: none"> • Experience of undertaking a range of administrative duties • Experience of providing a high level of customer service and liaising/ relationship building with a wide range of individuals and agencies
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Able to plan, organise and prioritise work effectively and efficiently within a department by managing the workload of the team and balancing constantly changing priorities and meeting deadlines. • Ability to work with a high degree of accuracy and attention to detail. • Ability to draft correspondence and produce documents of a high standard. • Able to use own initiative to solve problems and respond proactively to unexpected situations and to also be able to recognise when to seek help from manager. • Ability to develop, monitor and maintain effective computerised and manual systems and to suggest improvements. • Ability to take accurate notes and minutes of meetings. • Ability to take a proactive approach to tracking action points from meetings and correspondence, in liaison with the managers concerned. • Co-ordination skills when arranging meetings and appointments. • Ability to work within a climate of change. • Ability to deal confidently with people at all levels • Ability to show sensitivity and objectivity in dealing with confidential issues.

	<ul style="list-style-type: none"> • Diary and time management skills. • High Quality communication skills, both verbally and in writing • Ability to work effectively under pressure, prioritise and meet deadlines • Understands and is able to put into practice Health & Safety procedures. • Ability to deal with all clients, work colleagues and students fairly regardless of race, color, sex, disability, age or religious belief.
<p>KNOWLEDGE</p>	<ul style="list-style-type: none"> • Good knowledge of the work of the school and school systems and processes. • Knowledge of a range of computer applications – including Word, Excel & SIMS. • Knowledge of the School’s Data Retention Policy and freedom of information protocols of awareness of the requirement for this policy and protocol. • Knowledge of computerised and manual filing systems. • Awareness of Data Protection (GDPR) and confidentiality issues.