

Job Description

Job title: Administrator
Reports to: EA to CEO / Head of Operations
Location: Leigh Academies Trust

The Administrator will provide a high-level of support to the Curriculum Advisors (CAs) and the Governance Professional, performing duties which will have a direct effect on the success of all academies and the Trust. They will act as a gatekeeper, taking email and telephone enquiries and providing support in a positive and proactive way, demonstrating a high level of initiative, competence and confidentiality across a broad range of activities including, but not limited to:

- Assist the CAs with the time management of their calendars, ensuring strategic planning time is scheduled in an effective manner;
- Organise the collation and distribution of correspondence and documentation in a timely manner, maintaining action logs and bring-forward systems. Use initiative by rerouting mailing which does not require the CAs' attention;
- First point of contact for the CAs in communicating with stakeholders;
- Logistical organisation of Inset Days, cross-trust meetings etc, working with the Estates team and CAs/PAs;
- Convert dictated voice notes into minutes from forums, etc and circulate with relevant people;
- Copy typing of handwritten notes;
- Update CA microsites as and when required;
- Be the focal point of contact between CAs and academies - specifically chasing academies for information/data/moderation materials/central database;
- Liaise with Principal's PAs and book in Curriculum Development Reviews (CDR);
- Creation and monitoring of enquiry form;
- Strengthen relationships and communication with the exam board contacts and other external parties;
- Keep CAs up to date with the International Baccalaureate Middle Years Programme (MYP) community events, training, seminars etc;
- Keep abreast of external events that may be of interest to CAs;
- Book CAs onto learning walks with Academies Directors (ADs);
- Distribute agendas to Director of Learning (DoL) forum meetings, MYP meetings and any others and monitor attendance, collate apologies etc;
- Book desk spaces for CAs to work/meet at LAT HQ and in academies;
- Book Special Educational Needs and Disabilities (SEND) audit visits;
- General administration tasks, e.g. moving data from SEND audits onto the Trust database;
- Keep record of engagement with external agencies / partners such as Ofsted inspections, Challenge Partners etc;
- Organise meetings when requested, eg. line management meetings of Educational Psychologist (EPs);

- Oversee the 'request for support' forms used by some CAs and diarise, push back as needed;
- Clear and rearrange diary commitments of CAs when called to Ofsted inspections;
- Send out reminders, eg. fuel expense claims, items on agendas;
- Coordinate the digital signing and issuing of Sparx certificates;
- Collate information from across multiple academies as needed, eg. EP commissioning.
Feedback to CAs, summarise findings if necessary;
- Support CAs to communicate with other personnel within LAT head office central teams;
- Extract data sets from Power BI by subject / phase for CAs to interrogate;
- Monitor email account on behalf of Governance Professional;
- Support Governance Professional with diary management;
- Update online governor magazine with news stories daily;
- Ensure Companies House and Charities Commission information is current and correct;
- Review Declarations of Interests and provide data analysis of governor profile mapping trends against previous years;
- Support delivery and analysis from of biennial trust-wide governance audit;
- To carry out any other duties commensurate with the grade and general responsibilities of the post.