

## Job Description

**Job Title:** Regional Officer - London & South

**Location:** Hybrid working - Kingsley Academy - Hounslow, Head Office - 163 Eversholt Street, London NW1 1BU and some home working

**Hours of work:** Full time

**Line Manager:** Regional Education Directors (REDs)

### Purpose of the role:

Act as the 'glue' for each region, facilitating cultural cohesiveness within the region and close liaison between the regional teams and Principals in schools. Provide confidential regional governance and administrative support to two REDs alongside supporting the running of a Regional Office. Facilitate effective local governance by supporting Regional Education Directors' governance responsibilities and effective impact of Academy Councils at each school in the region. Work collaboratively with the central administrative team to ensure joined up work on behalf of Directors and REDs, particularly as related to in-school activities. Organise and clerk panel review meetings (once trained). Promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

### Responsibilities:

In a trust of our size, effective regional governance is essential to assuring our Board of Trustees that all is well at each school in each region. REDs carefully monitor educational and financial performance at their schools, as well as ensuring best practice in safeguarding our children and complying with our statutory responsibilities. To assist them, you will:

- Support REDs in identifying, managing and, if necessary, escalating regional issues relating to the functioning of schools in all areas and requesting additional resource and training where required
- Diarise and facilitate RED review of Safeguarding Dashboard
- Support RED in tracking compliance with key Trust-wide policies and procedures (e.g. child protection, SEND, Health & Safety, Information Security, IT Acceptable Use and Data Protection), reporting all concerns to the appropriate team/person
- Diarise and facilitate RED approval of school-level policies (e.g. Pupil Premium statements, behaviour seen. procedures)
- Diarise and facilitate RED review/monitoring of Health & Safety plans and incidents at schools, as well as ensuring follow up on Health & Safety Committee actions
- As needed, support RED investigation of Grievances & Disciplinaries under HR policies
- Support representation at Ofsted inspections, including gathering required documentation and facilitating the day

### *Administrative Support for REDs:*

- Responsible for proactively resolving any diary conflicts and ensuring the diaries are up to date at all times
- Prioritise requests for meetings and ensure effective use of the REDs time
- Responsible for supporting REDs in managing their workload and activities and for liaising with colleagues across the trust, when necessary

- Identify, anticipate and prepare information requirements for meetings, appointments, presentations etc and follow up internal and external requests for information, outstanding reports and correspondence
- Screen and independently handle emails, telephone calls, enquiries and requests
- Production and reproduction of documents, papers, reports and presentations
- Draft letters and correspondence as necessary as well as quality assuring documentation for colleagues
- Liaise with central teams as well as school colleagues
- Organise travel and accommodation arrangements
- Arrange conference calls and webinars as and when required
- Arrange meeting rooms for internal and external meetings as requested, and in advance for recurring meetings
- Complete minutes for any meetings deemed necessary
- Organise and attend (where necessary) regional and national conferences including venues, agendas, response monitoring, hospitality and invoicing
- Ensure PO requests are completed accurately and within appropriate time scales
- Reconcile expense claims as required

*Regional Office Support:*

- Manage the Regional Office, including developing and implementing Office procedures
- Receive visitors to the hub office and to communicate with courtesy and clarity to all staff, students, parents, carers, visitors, outside agencies and the wider community, including answering general telephone and face to face enquiries.
- Maintain Regional Office provision ensuring it is sufficient, maintained and makes for a productive and collaborative environment
- Ensure smooth running of monthly regional operational review meetings and half termly regional strategic review meetings

Academy Councils (ACs) are central to our localism strategy and elevating the voice of our local stakeholders. At each school, ACs provide insight into the experiences of pupils, parents, staff and the wider community. Comprised of parents, community members, staff, local authority representatives, school leaders and a Trust link member, they serve as a source of validation and (where necessary) modification of the Trust's understanding of the school's success in meeting the needs of its pupils and community. They also serve as ambassadors of the school and the Trust to the parents and community. To ensure their effectiveness, you will:

Act as point of contact for the Governance Team

- Undertake training and gain full understanding of the AC remit, agenda cycle, systems and processes, including administration of GovernorHub
- Monitor and report back to the Governance Team on the overall effectiveness of ACs in the region and the quality of AC administration by the in-school reps
- Liaise with the Governance Team on the recruitment, induction and training of new AC members in the region
- Act as point of contact for in-school Academy Council reps in the region
- Field headteacher queries about agendas & papers, concerns about specific AC members and flag vacancies
- Liaise with in-school rep on AC clerking and action taking, including quality assuring minutes/notes and identifying any additional training needs
- Field queries about specific link roles such as SEND & Safeguarding Champions and Trust Links and relevant training

- Attend ad hoc AC meetings in the region where possible to deepen understanding of each AC and its functioning
- Suspension, exclusion and complaint review panels
- Organise and clerk review panels for suspensions, exclusions and complaints (once sufficiently trained)

*Support Interim Standards Boards (ISBs) in schools where they have been put in place for additional support:*

- Interim Standards Boards (ISBs)
- Liaise with Education Team on membership of ISBs
- Liaise with in-school ISB reps on clerking and action taking at ISB meetings
- Monitor and report back to the Education Team on the overall effectiveness of ISBs in the region and the quality of ISB administration by in-school reps

### **Our values:**

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

### **Safeguarding**

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of



employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

### Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

### Person specification

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>● A-level or above</li> <li>● GCSE Maths and English A-C or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>● Degree level</li> <li>● Recognised secretarial/ administration qualifications</li> <li>● Health and Safety eg</li> <li>● First Aid</li> <li>● Fire Marshal</li> </ul>
<b>Knowledge/ experience</b>	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> <li>● Experience in a similar role demonstrating strong administrative and communication skills</li> </ul>	<ul style="list-style-type: none"> <li>● Arranging meetings and conferences</li> <li>●</li> </ul>
<b>Skills/abilities</b>	Abilities	<ul style="list-style-type: none"> <li>● Excellent IT skills</li> <li>● Excellent verbal and written communications skills</li> <li>● Highly organised with the ability to organise others</li> <li>● Work flexibly to meet deadlines</li> <li>● Work effectively as part of a team</li> <li>● Good eye for detail</li> <li>● Calm and professional manner</li> </ul>	<ul style="list-style-type: none"> <li>● Use of Google mail and associated applications</li> </ul>





		<ul style="list-style-type: none"><li>• Ability to listen and assess information received</li></ul>	
<b>Personal characteristics</b>	Behaviours	<ul style="list-style-type: none"><li>• Prioritise own workload and work under pressure</li><li>• Excellent interpersonal skills</li><li>• Maintain confidentiality at all times</li><li>• Initiative and questioning mind</li></ul>	
<b>Special requirements</b>		<ul style="list-style-type: none"><li>• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>• Right to work in the UK</li><li>• Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>• Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li><li>• Ability to travel as required</li></ul>	

