



Swale
ACADEMIES
TRUST

Administration Assistant
Central Support Services
Information

CONTENTS

Welcome from Gavin Bailey	3
Job Description	4
Person Specification	6
Working for Swale Academies Trust	7
How to find us	7
Overview of Swale Academies Trust	8
Application Process	9
Our Trust Mission, Vision & Values	10



Welcome

Welcome to Swale Academies Trust

A message from Gavin Bailey, Chief Finance and Operations Officer (Interim):

Thank you in your interest in this role within the Central Support Services Team at Swale Academies Trust.

The central team is pivotal to the successful running of the organisation and is focused on supporting the improvement of educational standards in all of our schools. All of the work carried out by the Central Support Services Team is in relation to the non-teaching and learning aspects of running a school. The vital work your new role entails allows Headteachers and school-based staff to focus on teaching and learning and improving student outcomes.

As CFOO, my role is to provide strategic oversight of operational services across all of our schools. The central team is well-established with an excellent track record of delivering improvement and value for money, and we continue to develop new ways of working to ensure we can effectively respond to the needs of each of our schools and continuously improve the support we offer.

We look forward to receiving your application to join our organisation at this exciting time.

Gavin Bailey

A handwritten signature in black ink, appearing to read 'G Bailey', written in a cursive style.

Chief Finance and Operations Officer (Interim)

Job Description

Job Title: Administration Assistant (CSS)
Grade: SAT B
Responsible to: Company Secretary

Purpose of Job:

To provide efficient and professional administrative support to the Company Secretary, Trust Executives, and Central Services.

Main duties and responsibilities (Accountabilities)

Company Secretary Support:

- Policy tracking and website compliance checks.
- Organise panel meetings, including the booking of venues and arranging refreshments.
- Maintain a register of Director/Member training and declarations.
- Update the Trust website with Local Governing Body (LGB) attendance records.
- Maintain a record of Data Protection Impact Assessments (DPIAs).
- Update Records of Processing Activities.
- Initial intake, logging, and progress tracking of Freedom of Information (FOI) requests and Subject Access Requests (SARs).
- Provide comprehensive administrative support in other areas as necessary.

Trust Executives Support:

- Provide administrative support, including the preparation of paper evidence packs for complaints and/or exclusion panel meetings.
- Organise meetings and functions, including the booking of venues, arranging refreshments and ensuring appropriate resources are available.
- Coordinate the annual Trust training matrix and update the online training platforms.

Central Services Support:

- Be the first point of contact for all visitors to Central Services.
- Manage meeting room bookings, ensuring rooms are set up appropriately, arranging refreshments and ensuring appropriate resources are available.
- Maintain a high standard of office presentation by ensuring meeting rooms are reset and kitchen turnaround tasks are completed at the end of each day.
- Manage the Trust's email inbox and voicemail system to ensure messages are referred to the appropriate person promptly.
- Manage both incoming and outgoing post and deliveries.

Job Description

General:

- Maintain consistently high standards of professional conduct, tact and diplomacy at all times in dealing with pupils, parents, staff and colleagues, external agencies and any other visitors to the Trust.
- Comply with data protection legislation, managing electronic and hard copy information and the archiving or disposal of documents in accordance with policy and procedures.
- Maintain absolute confidentiality and exercise discretion with regard to any staff/pupil information and the Trust's business at all times.
- Be a proactive member of the team by continually seeking to improve and develop own skills and knowledge and operate within and comply with Swale Academies Trust policies, procedures and values at all times.
- As part of your wider duties and responsibilities, you are required to promote and actively support the Trust's responsibilities towards safeguarding.
- Undertake other duties commensurate with the grade.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by your Line Manager to reflect or anticipate changes in the job commensurate with the grade and job title.

Swale Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from ROA and will require an enhanced DBS disclosure.

Person Specification

Qualifications	Essential / Desirable
GCSE Grade C or equivalent in English	E
Formal qualification in administration	D
Knowledge & Skills	
Excellent record-keeping skills	E
Strong organisational and time management skills	E
Understanding of the issues surrounding the safeguarding of children	E
Proficiency in Google Suite (Docs, Sheets, Drives, Gmail)	D
Experience	
Proven experience in administrative support, preferably in an educational setting.	E
Personal Qualities	
Excellent communication and interpersonal skills	E
Ability to work independently and as part of a team	E
Ability to maintain confidentiality and handle sensitive information	E
Ability to maintain a composed demeanor in a fast-paced environment where priorities can shift rapidly	E
A "can-do" attitude	E



Working for Swale Academies Trust

Benefits

- Hybrid working
- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- On-Site parking
- Access to training and development

Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays
- Cycle to Work scheme

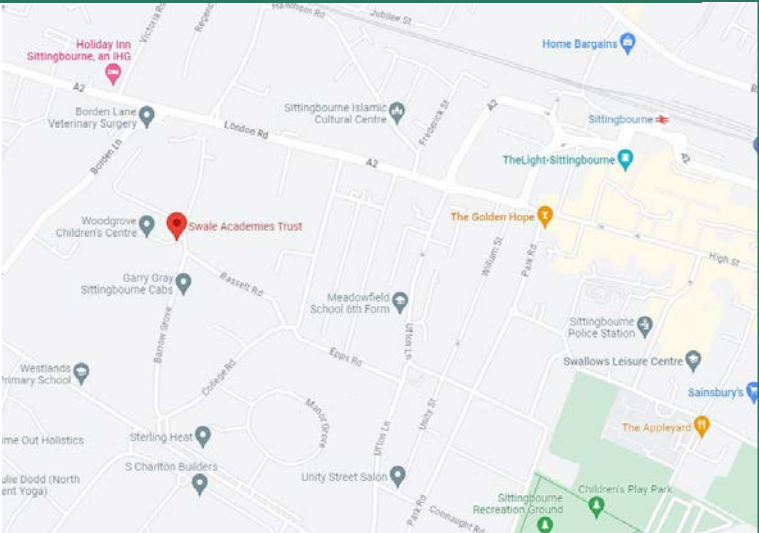
Finding Us

Swale Academies Trust
Ashdown House, Johnson Road, Sittingbourne, ME10 1JS

01795 905989
recruitment@swale.at

Closest Train Station: Sittingbourne Station
Approx. 15 minute walk

Closest bus stops:
The Coniston (from Sittingbourne/Sheppey) - X3, 334
The King's Head (from Medway/A249) - X3, 329





Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

Swale Academies Trust - Schools

Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible.

Applications for our vacancies should be made through [Kent Teach](#). Links to the relevant Kent Teach advert page can be found within the advert on any other website that it is listed. Alternately, Application forms can be found on the Swale Academies Trust website or downloaded [here](#), and applications should be made by emailing a completed Application Form to recruitment@swale.at.

Please note CVs will not be accepted in place of a completed [application form](#).

Swale Academies Trust schools will conduct an online check of shortlisted candidates in line with the Keeping Children Safe In Education guidelines.

Safeguarding

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

Swale Academies Trust will run an online check of shortlisted candidates.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to the Trust's [Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Academies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.

Swale

ACADEMIES

TRUST



OUR MISSION

A family of schools that **supports, inspires and empowers** everyone to be their best.

OUR VISION

A sustainable future where **every individual thrives** through personalised learning and opportunities that instil a sense of belonging and purpose.



Excellence

We pursue the highest standards, with the focus on continuous improvement and excellent pupil outcomes.

Integrity

We are honest and treat individuals fairly, acting in the best interests of our pupils.

Collaboration

We work together to achieve more than we could individually, sharing good practice and learning.

OUR VALUES

Agility

We are curious and innovative, embracing both challenge and change.

Empathy

We actively listen to understand another person's experience, nurturing an inclusive environment.

