

Job Description

Position: Trust Administrator / PA

Grade: Kent Range KR6

24 hours per week + additional hours for attending Trust Board meetings (Term time only + 1 week within school holidays)

Responsible to: Chief Executive / Executive Head Teacher

Purpose of the Job:

The post holder will support, organise and manage administration, support systems and other activities that enable the effective running of the Trust. This will include PA and secretarial support to the Trust CEO, other central Trust staff and the Chair of Trustees. The majority of work will support the delivery of the Trust business plan, however some Academy based work may be required to support individual Academies.

Line management will be through the CEO of Coppice Primary Partnership. The PA to the CEO will work in areas such as diary management, communications, governance support (including acting as the clerk to the Trust Board) and general office management duties. There may also be some specific support for specialist functions such as finance or human resources.

Key duties and responsibilities:

Typical work activities that may be carried out in this role include, but are not limited to:

A. General Administration

1. Assisting with recruitment, publicity and marketing activities.
2. Full responsibility for the Coppice Primary Partnership website and social media channels including ensuring all content and data is updated in a timely and accurate manner as the business develops, and there is a full half-termly review across the site to ensure compliance and accuracy.
3. Organising and facilitating a variety of educational or social activities.
4. Using information systems and preparing reports and statistics for internal and external use.
5. Participating in the development of information systems.
6. Contributing to policy and planning.
7. Purchasing goods and equipment, as required, by the most cost-effective method.
8. Administration for School Improvement Funding projects.
9. Preparing and processing information related to GDPR requirements.
10. Occasional project work to support key areas of business development or within schools.

B. Governance Support

1. Acting as clerk to the Trust Board and associated committees, producing agendas and minutes as required.
2. Liaising with other administrative staff, academic colleagues and governance members throughout the trust.
3. Liaising with partner institutions, other institutions, external agencies and government departments.

C. PA to CEO / Central Staff

1. Acting as PA to the Chief Executive Officer (CEO) including, but not limited to:
 - Diary management
 - Call handling
 - Drafting and sending letters
 - Collation of data – developing spreadsheets
 - Email management
 - Dealing with confidential matters
2. Acting as PA to other trust staff and the Chair of Trustees with a similar remit to those above.
3. Specific project related tasks to support the CEO work e.g. event organisation.
4. Providing administrative support to the Coppice Primary Partnership central team.

In addition, the post holder will undertake any other miscellaneous work, deemed suitable by the leadership of the Trust.

We are committed to equality throughout our organisation. We are also committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.

Post holder:

Signed:

Date:

Reviewed: November 2019