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**Trust Administrator / PA**

**Job Description**

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| **Grade:** | **Kent Range KR6**  *24 hours per week + some additional hours for attending Trust Board meetings (Term time only + 2 weeks within school holidays)* |
| **Responsible to:** | **Trust Leader** |

**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 Leader and the Chair of Trustees. The majority of work will support the delivery of the Trust business plan, including some aspects of HR administration. Some Academy based work may be required to support individual Academies.

Line management will be through the Trust Leader of Coppice Primary Partnership. The PA to the Trust Leader 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 admin 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:

**PA to Trust Leader/Chair of Trustees**

* 1. Acting as PA to the Trust Leader including, but not limited to:
  + Diary management
  + Call handling
  + Drafting and sending letters
  + Collation of data – developing spreadsheets
  + Email management
  + Dealing with confidential matters
  1. Acting as PA to the Chair of Trustees with a similar remit to those above.
  2. Specific project related tasks to support the Trust Leader’s role e.g. event organisation.
  3. Providing administrative support to the Coppice Primary Partnership central team.

**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 events 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. Purchasing goods and equipment, as required, in line with Trust financial procedures.
7. Administration for School Improvement Funding projects.
8. Preparing and processing information related to GDPR requirements.
9. Occasional project work to support key areas of business development or within schools.

**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.

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: April 2021

**Footnote:** This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

**Person Specification**

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| **Key Criteria** | **Essential** | **Desirable** |
| Beliefs, attitudes and personal attributes | Self-aware and able to learn |  |
| Optimistic and enthusiastic |  |
| Value diversity and equality |  |
| Commitment to values of the Trust |  |
| Excellent communicator |  |
| Demonstrable team player |  |
| Adaptable and flexible |  |
|  |  |
| Knowledge and Understanding | Understanding of the role of a PA |  |
| Current and detailed knowledge of IT programmes |  |
|  | Understanding and knowledge of the role and operation of governance |
| Committed to safeguarding and promoting the welfare of children |  |
| Willingness to work some evenings with reference to Governance meetings |  |
|  |  |
| Experience and Skills | Experience of undertaking a full range of administrative tasks |  |
|  | Experience of successful working at board level |
| Experience of acting as a PA |  |
| Excellent written and IT skills |  |
| Excellent attention to detail |  |
|  | Development of websites |
| Management and updating of websites |  |
| Event organisation |  |
| Minute taking |  |
|  | HR Administration |
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| Professional Qualifications | GCSE English and Maths grades A-C or equivalent |  |
|  |  |
| Other | Current driving licence and access to a vehicle |  |
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