



Job Description	
JOB TITLE	Trust Office Administrator
JOB FAMILY	Central
PHASE	Central
SALARY GRADE	Grade C
HOURS	Term time only, working 37 hours per week, 8.00 a.m. to 4.00 p.m.
REPORTING TO	Director of Service Delivery
RESPONSIBLE FOR	Not Applicable
Job Purpose	
<ul style="list-style-type: none">To provide general administrative support to the teams within the Kent Trust office including the Executive team.	
Duties and Responsibilities	
<p>Main duties will include: -</p> <ul style="list-style-type: none">Supporting in accurate record keepingMinuting meetings where necessaryOrganisation of both internal and external meetings, including: Booking venues, sending invitations and arranging catering with the school kitchenAnswering phones, gate keeping, sorting the post, message taking and appropriate transferring of callsManagement of the TSAT Enquiries MailboxSupporting the HR team with producing induction packs, hearing packs & filingPrinting and photocopyingGreeting and escorting visitorsOrganising refreshments and setting up for meetingsManaging Trust meeting room bookingsManaging the booking of Trust pool carsGeneral Office HousekeepingSupporting with the booking travel arrangementsGeneral office responsibilitiesMaintaining the Trust Outlook CalendarSupport with the administration of Trust incentives and eventsSupporting clerks to governing boards with printing of relevant papers for governors	



- Maintaining office stationery supplies and ordering of stationery and general supplies
- Create and maintain office displays
- Any other duties to ensure smooth and efficient running of the office
- Update Ofsted files with RGB and Committee minutes
- Administration for Medway Schools Creative Network (MSCN); including maintaining contact spreadsheets, minuting and sharing actions from meetings and organising termly meetings.
- Supporting with administration in relation to Thinking Tuition, including maintaining Thinking Tuition Tutor and Pupil lists and matches (GDPR sensitive etc.) and supporting with the collation of tutor timesheets

Generic Duties relevant to all members of Staff

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trusts appraisal and performance management procedures

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity



The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at the Medway Hub, based on the site of New Horizons Children’s Academy. However, you may be asked to work at any of the other Hubs within the Trust and you should expect to travel between sites as required.

Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

Customer Service

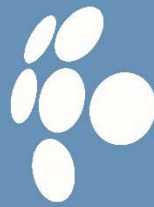
- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

Health and Safety

- Employees are required to work in compliance with the Academy’s Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring



the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of Trust Office Administrator.

Name:

Signed:

Date: