

Job Description

**The Governing Body and the Local Authority are committed to safeguarding and promoting the welfare of children and young people. The Headteacher must ensure that the highest priority is given to following the latest national guidance and regulations on safeguarding and child protection.**

**Job title:** Administrator Teaching School Hub (EENEL 9)

**Reporting to**: Director of Teaching School Hub

**Responsible for:** n/a

**Liaising with:** Teaching School Hub staff, internal and external stakeholders

**Salary:**  SO1

**Hours:** 36 hours per week, 48 weeks per year

**Duration of post:** 2 years

**Disclosure:** Enhanced

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| **Core Purpose** | * To provide administrative support for all aspects of Hub work, including Personal Assistant support for the Director of the Hub and other key Hub staff
* To be an ambassador for the Hub, through attendance at regional and national events and through promotion of the Hub on the website and through social media
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| **Main duties** | * Be the first point of contact for all Hub enquiries
* To provide administrative support across the Hub, producing letters, reports and collating responses as required
* Work closely with the Hub Director to determine priorities according to the Hub delivery plan
* To provide support for the Strategic Board: co-ordinating meetings, and providing administrative support
* To actively promote the work of the Hub
* Maintain the Hub project management calendar ensuring it is up to date at all times
* Be responsible for the co-ordination of all Hub projects, ensuring all project deadlines are met
* To be responsible for the marketing and communication of the Hub including designing and distributing marketing materials, managing emails and promoting the Hub through the website and social media
* To manage the financial tasks associated with the Hub, overseeing budgets, ensuring that invoices are paid, and accurate financial records are maintained
* To provide detailed financial analyses and reports as requested
* To organise Hub meetings, including booking venues, inviting delegates and preparing and distributing agendas
* To attend Hub meetings and events, ensuring the smooth running of the sessions, taking minutes and ensuring actions are recorded and followed up
* To liaise with DfE colleagues, keep up to date with DFE requirements and ensure all aspects of the Hub are managed in line with those requirements, implementing changes where identified
* To work with the Hub Director to ensure quality assurance processes are in place and monitored
* To assist with the recruitment of Hub staff, advertising opportunities, collating responses and organising interviews
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| **School Ethos** | * To support the school ethos, aims and policies
* To be flexible and work according to needs, which may involve assisting other areas which are commensurate with the grading of the post
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| **Whole School Contribution** | * To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example
* To promote actively the school’s policies
* To continue professional development
* To comply with the school’s Health and Safety policy
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

April 2021

*This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

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|  | **Criteria** | Essential | Desirable |  | Assessed by application | Assessed by selection process |
|  | **Qualifications** |
| 1 | Good general standard of education  | / |  |  | / |  |
|  | **Experience** |
| 2 | Relevant work experience, including project management experience | / |  |  | / | / |
| 3 | Experience of working on own initiative, with a minimum of supervision  | / |  |  | / | / |
| 4 | Experience of the use of a wide range of computer software (e.g. word processing, spreadsheets, databases  | / |  |  | / | / |
| 5 | Knowledge/experience of Education sector and/or schools  |  | / |  | / |  |
| 6 | Experience and knowledge of marketing and updating social media sites |  | / |  | / |  |
|  | **Skills and aptitudes** |
| 7 | Ability to communicate effectively at all levels both verbally and in writing and to produce high quality correspondence | / |  |  | / | / |
| 8  | Ability to work effectively under pressure, to manage own workload and meet tight deadlines  | / |  |  | / | / |
| 9 | Ability to work methodically, ensuring attention to detail | / |  |  | / | / |
| 10 | Ability to deal sensitively and in confidence with a wide range of issues relating to working practices. | / |  |  | / | / |
| 11 | To have a positive, proactive and flexible approach  | / |  |  |  | / |
| 12 | Numeracy  | / |  |  | / | / |
| 13 | Excellent organisational skills | / |  |  | / | / |
| 14 | Ability to type quickly and accurately  | / |  |  | / | / |
| 15 | Ability to work as part of and contribute to the school administrative team | / |  |  | / | / |
| 16 | A commitment to and evidence of promoting inclusion, diversity and equal opportunities  | / |  |  |  | / |

Person Specification

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