



School Administrator Campaign Pack

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POST	SCHOOL ADMINISTRATOR
Reports to	Senior Administrator
Salary range	Grade GLPC-D Points 6-11 - £25,183 - £27,269 (Pro rata £21,657 to £23,451)
Contract Type	Permanent – 37 hours per week – Term time only

The role in a nutshell

As the School Administrator, you will work closely with the Senior Administrator to provide high-quality administrative support across the academy. Your role will be key to ensuring the smooth and efficient operation of daily school activities.

Why the Raleigh Education Trust needs this role

The School Administrator will act as a positive professional supporting and bringing capacity to the Business Support Services Team.

The right candidate will:

- Have a 'can do' attitude to all tasks and challenges
- Be committed to our shared passion for children and young people
- Be proficient in Microsoft Office, coupled with a determination to learn new skills quickly. For example, the successful candidate will ensure websites are up to date by utilising WordPress and similarly with social media/ digital marketing tools, including but not limited to LinkedIn and Twitter
- Be an effective multitasker - someone who can prioritise tasks against set deadlines with ease
- Have excellent and well-developed time management and organisational skills to sustain the varied workflow within a small, vibrant and happy team
- Have a strong track record of excellent attendance to work and a great attitude to 'getting the job done
- Have brilliant verbal and written communication skills and a remarkable ability to translate plans into action

The opportunity

This is an excellent opportunity for someone who is highly competent and an experienced administrator who would enjoy working in a friendly, fast-paced and dynamic office environment. The successful post holder will be highly organised and provide first class administrative duties. The role is varied and interesting and requires high levels of organisation, professionalism, discretion and sensitivity.

The Trust

Purpose

The core purpose of the Raleigh Education Trust is to ensure all children and young people are equipped for early adulthood, ensuring they can function successfully in the world outside.

Mission

Our aim is that children and young people will learn and develop the skills and character required to foster confidence, curiosity, creativity and empathy. We believe they will then progress with the confidence necessary to embrace life's challenges.

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Vision for learning

Vision for learning: our values influence everything that we plan, teach and our children learn – confidence, challenge, curiosity, character and creativity. Academy staff are expected to support children and young people to embody these values through their experiences in our academies.

Person specification

Qualification/s and Training	ESSENTIAL	DESIRABLE
Educated to degree level		✓
Administrative or Business qualification		✓
Evidence of accredited professional development within a field relevant to the post	✓	
Experience		
2+ years' experience of working as an administrator in a busy, fast paced environment		✓
Evidence of similar experience in multiple organisations and diverse settings. Including the private sector.	✓	
Experience of working in an educational environment		✓
Experience of minute taking		✓
Skills and Knowledge		

Excellent administrative and organisational skills, with the ability to prioritise workload and meet deadlines under pressure	✓	
Highly competent literacy ability and highly competent with a wide-range of business administrative software packages.	✓	
Ability to communicate effectively at all levels, both written and verbal	✓	
Ability to work on own and act on own initiative, identifying problems and providing solutions	✓	
An understanding of confidentiality and sensitivity	✓	
Accuracy and strong attention to detail	✓	
Ability to build and maintain effective relationships whilst showing tact, diplomacy, empathy and professionalism at all time	✓	
Strong time management ability	✓	
Personal and Professional Attributes		
A genuine commitment to safeguarding children and young people	✓	
Willingness to work flexibly and respond to changing priorities	✓	
Welcoming, professional and calm manner	✓	
Hard working, with a desire to deliver high standards	✓	
Ability to be flexible to the needs of the business (core and non-core hours)	✓	

General duties and responsibilities

The following list is not exhaustive but serves as an indication of what the role encompasses.

Support the Academy:

- Overseeing incoming emails, post, and phone calls, prioritising and drafting responses, where appropriate.

- Organising internal and external meetings, booking appropriate rooms and/or venues. Ensuring the required equipment, catering, invitations, agendas and any reading materials are prepared well in advance.
- Convening and attending meetings, taking accurate minutes and action points and distributing agreed minutes promptly.
- Supporting website updates and content delivery
- Assisting with the organisation of events, such as Staff INSET day, trustee training and recruitment selection days
- Planning and booking of travel and accommodation
- General administration
- Support and uphold the Trust's ethos, values, policies and procedures
- Apply and adhere to the Trust's Code of Conduct
- Act with professionalism and integrity at all times, promoting the Trust's values
- Comply with Data Protection legislation and follow the principles of GDPR
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust's and Academies EDI policies
- Promote a work environment that protects people's health and safety and welfare in accordance with the Trust's Health and Safety Policy

For the avoidance of doubt, the duties and responsibilities contained within this job description indicate only the main responsibilities of the post and may change from time to time according to the requirements of the role. It is not intended as an exhaustive list, or to have contractual effect.

About your benefits

The position attracts an excellent remuneration package including a competitive salary, pension, health assured programme and the Cyclescheme. Participation in annual training and development is expected and training bursaries are available on request. Out of pocket expenses are claimable through the Trust Expenses Policy.

About the application process

If you meet the criteria and you are enthusiastic about the role, we would welcome your application.

To complete the application process, you will need to complete the application form and associated documents through the portal which can be found at: <https://raleigheducationtrust.facebook.co.uk/vacancies>

Only candidates requested for interview will be contacted. If you are not invited, we thank you for your interest in this exciting post within Raleigh Education Trust.