

JOB DESCRIPTION FOR ADMINISTRATIVE ASSISTANT

Job Title	Administrative Assistant
Band/Job Group	Band C, SCP 5-8 (£23,500-£24,702 fte)
Hours/Weeks	20 hours per week, flexible over 5 days, Monday to Friday term time only plus 5 training days
Location	Blended, with base at Victoria Park Academy, occasional travel to other schools and home working.
Responsible to	CEO

This job description will be reviewed annually and may be amended at any time following discussion between the CEO and member of staff.

The Administrative Assistant will provide effective support for CEO and Trust executives, having proven organisational, planning and administrative skills. This role requires the post holder to work independently with a positive, 'can do' attitude.

They are expected to promote and work within the mission, vision and values of Victoria Academies Trust.

Duties and Responsibilities:

General administration

- Provide administrative support to the CEO and executive leaders as required to ensure the efficient and effective running of the central function
- Update manual and computerised record/information systems for the Central Trust Team
- Produce/print/copy reports, presentations, web content and marketing material, as required
- Support and update Trust Calendars, including the VAT Professional Learning and Development Calendar
- Deal with correspondence – post, telephone enquiries, and routine correspondence on behalf of the CEO in accordance with Trust policies, ensuring appropriate information is received by the CEO and delegating other information to appropriate members of staff
- Support with bookings for training, conferences and all associated travel and accommodation as necessary
- Assist with organising meetings and events, including the organisation of rooms and equipment, and providing refreshments as required
- Ensure the security of all confidential files and documents
- Provide admin support to the CPD team as required

Governance

- Support the CEO with administrative aspects of governance, at board and local level as required, including:
 - Support with collating and uploading papers for Trust Board meetings
 - Support with onboarding and induction of new Trustees and Academy Councillors, distributing welcome materials
 - Oversee and collate training records for Trustees and Academy Councillors
 - Collect and oversee skills audits and declarations of interest
 - Liaise with clerks and governance professionals as required to ensure effective communication between Trust, Trustees and Academy Councillors

Written communication

- Write and send email responses that are professional and uphold the Trust vision and values
- Update and distribute online and offline communications (e.g. letters, newsletters, social media posts etc) as requested by the CEO and executive team
- Assist with marketing and promoting the Trust

Other areas of responsibility

- Read and follow the relevant Trust policies
- Undertake training required to develop in the role
- Ensure all duties and responsibilities are undertaken in line with the Trust health and safety policy
- Contribute to the overall ethos / work / aims of the Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Head Teacher.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none">• Good numeracy and literacy skills• NVQ2 Business and Administration or equivalent qualification or experience in relevant discipline and willingness to undertake relevant professional development
Experience	<ul style="list-style-type: none">• Experience of working in an administrative role• Experience of working with senior leaders within a work environment
Skills and knowledge	<ul style="list-style-type: none">• Accurate and fluent written communication• The ability to behave in a corporate way, communicating and promoting the Trust's vision and values to staff, stakeholders and partners etc• Excellent interpersonal skills and capable of forming strong relationships with all members of the Trust community• Effective use of ICT packages• Knowledge or relevant policies / codes of practice and awareness of relevant legalisation• Ability to work constructively as part of a team• Ability to relate well to a range of people• Good organising, planning and prioritising skills• Methodical with a good attention to detail

<p>Personal and professional qualities</p>	<ul style="list-style-type: none"> • Has friendly yet professional and respectful approach which demonstrates support and shows mutual respect • Open, honest and an active listener • Takes responsibility and accountability • Ability to maintain strictest confidentiality • Committed to the needs of the Trust • Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations • Is committed to the provision and improvement of quality service provision • Willing and enthusiastic to take on new challenges and develop own role Acts with pace and urgency being energetic, enthusiastic and decisive • Communicates effectively • Has the ability to learn from experiences and challenges • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and development new skills • A commitment to equality, safeguarding, and health and safety
---	---

*Note: Due to the nature of how a multi-academy trust operates there is an expectation that all staff are willing and able to travel across the MAT (via their own car or chosen transport) from time to time, as required. Travel expenses will be reimbursed at the agreed rate.