



## Job Description & Person Specification: Administration Assistant

### Vantage Teaching School Hub

<b>DEPARTMENT:</b>	Vantage Teaching School Hub (VTSH)	<b>BASE:</b>	St Mary's College
<b>JOB TITLE:</b>	VTSH Administration and Organisation Assistant	<b>REPORTING TO:</b>	Vantage Teaching School Hub Manager
<b>GRADE OF POST:</b>	Grade 4		

#### **'Ordinary people - working together - achieving extraordinary things'**

**VISION** - Convinced that people have an unbelievable capacity to do great things, we aim to provide rich and wide-ranging opportunities for people to achieve more than they ever thought possible.

**VALUES** - As a Trust, at the heart of our Christian service is to welcome and value each individual as equal, regardless of nationality, gender, race, colour, sexuality or creed. We pride ourselves on our exceptional standards of personal pastoral care, rooted in our Christian tradition and values of kindness, support, peace, justice, forgiveness and joy. Our outlook and ambition is international and inclusive.

**CHILDREN ARE OUR PRIORITY** - We aim to place children at the centre of all of our decisions and activities, encouraging them to find excitement in their learning and to live life to the full. We do not settle for average. We aim to relentlessly focus on our core business which is to promote student's learning, welfare and achievement.

**WORLD CLASS** - Without apology, we are committed to excellence and to build on the sustained world class successes of St Mary's College. Without excuses we find ways to help every student to feel that they are safe, belong and are successful in their learning. Teachers and support staff want to be the very best they can be.

**SEAMLESS TRANSITION** - Inclusive, our curriculum should be 3-19 understood, 3-19 planned, 3-19 relevant, 3-19 rigorous and 3-19 progressing. Our curriculum will deliver 3-19 outstanding outcomes and prepare all our young people exceptionally well for life thereafter.

**PARTNERSHIP** - We build strong partnerships within our schools and with organisations that share our commitment to world class standards. Learning with and from others of good will, we aim to always improve, to give our very best and expect it from others. Alongside others, we serve the common good and actively support system reform so that all children might thrive.

***'In every here and now we are ready to express our hope'***

**DIGNITY AT WORK:** To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, which gives positive regard to people's differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). Assists in ensuring equal access to services and employment opportunities for everyone and promotes the Trust's Equal Opportunities Policies.

**MAIN PURPOSE:** Under the guidance of Teaching School Hub Business Manager (line manager): be responsible for undertaking administrative and organisational processes within the Teaching School Hub.

**PRINCIPAL ACCOUNTABILITIES: Main Tasks/Duties/Responsibilities**

**Organisation**

1. Working with the Teaching School Hub Manager process partner/participant matters efficiently
2. Contribute to the planning, development and organisation of TSH service systems/procedures/policies
3. Supporting the Teaching School Hub Manager in the organisation of training events and meetings
5. Under the direction of line manager, manage the manual and computerised record/information systems
6. Under direction analyse and evaluate data/information and produce basic reports/information/data as required
7. Undertake typing and word-processing and complex IT based tasks
8. Provide personal, administrative and organisational support to other staff E.G. Director VTSH
9. Provide administrative and organisational support to the TSH governance and strategic boards
10. Undertake administration of Teaching School Hub standard procedures
11. Complete and submit complex forms, returns etc., including those to outside agencies e.g. Lead Providers / DfE
12. Undertake the administration of data return systems

**Resources**

13. Operate relevant equipment/complex ICT packages

14. Assist with the management of resources cataloguing resources and undertaking checks as required in support of the agreed VTSH budgets,
15. Ensure all administration resources are in place for training events and meetings
16. Under agreed terms of reference, provide advice and guidance to staff, partners and programme participants
17. Contribute to VTSH market research and obtain information to inform decisions
18. Assist with procurement of commissioned services
19. Assist with marketing and promotion of the school including providing support to the Trust communications manager for VTSH related communications and marketing
20. Manage administration of facilities including use of VTSH training room

### **RESPONSIBILITIES**

23. Provide administration support for ITT, ECF, NPQ and other VTSH programmes and activities
24. Comply with and assist with the development of policies and procedures relating to safeguarding, participant workload, health & safety and data security & sharing, confidentiality and GDPR, reporting all concerns to an appropriate person
25. Be aware of and support difference and ensure equal opportunities for all
26. Contribute to the overall ethos/work/aims of the Vantage Teaching School Hub
27. Establish constructive relationships and communicate with other partners and other professionals
28. Attend and participate in regular meetings
29. Participate in training and other learning activities and performance development as required
30. Recognise own strengths and areas of expertise and use these to advise and support others

### **General**

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The above duties may involve having access to information of a confidential nature, which may be covered by the Data Protection Act. Confidentiality must be maintained at all times.

The postholder must be flexible to ensure the operational needs of the VTSH are met.

To uphold and promote the Trust Safeguarding and Equality Policies.

The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on St Cuthbert's RC Academy Trust, as your employer and you as an employee of the Trust. In addition to the Trust's overall duties, the post holder

has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Trust's H&S policy.

Where the postholder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him/her to perform the full duties of the job. If, however, a certain task proves to be unachievable then job redesign will be given full consideration.

## DECISION MAKING

Makes decisions in connection with the principal accountabilities of the role, within current school policies and procedures and where appropriate with the support.

**Person Specification** - Source Key: A = Application Form I = Interview R = References CC = Checking Certificates

<b>Qualifications and training</b>	Essential / Desirable	How Identified
GCSE Maths and English, Grade C or above (or equivalent) or significant equivalent experience	E	A
2 years' experience in office and administration or equivalent transferable skills (please detail on personal statement)	E	A/I
Evidence of a commitment to on-going learning and professional development	E	A/CC/I/R
Must be willing to undertake Safeguarding Level 1 Training	E	A
<b>Relevant Experience and Knowledge</b>	Essential / Desirable	How Identified
Excellent administration and organisational skills including diary management	E	A/I/R
Excellent proof-reading skills	E	A/I/R
Customer care experience	D	A
A knowledge and commitment to safeguarding and promoting the welfare of children, young people.	E	A/CC
The ability to communicate at all levels, in a professional manner, over the telephone and face-to-face	E	A/I/R

Experience of prioritising workload, time management and high-level organisational skills	E	A/I/R
The ability to know when to seek support of line manager	E	I
The ability to work calmly under pressure, and with a "can-do" approach	E	A/I/R
The ability to effectively present information and respond to questions from peers and senior management	E	A/I/R
Under direction ability to produce low to mid -level reports, suitable for a range of stakeholders	E	A/I/R
<b>Skills</b>	Essential / Desirable	How Identified
Ability to work to tight deadlines	E	A/I/R
A strong attention to detail	E	A/I/R
Discretion, tact, sensitivity and diplomacy with effective enquiring skills, to draw out the pertinent information when taking messages or answering questions.	E	A/I/R
An understanding of the educational and Catholic context	D	A/I/R
High levels of self and organisational awareness	E	A/I/R
Experience of social media platforms and current marketing, booking and comms software like MailChimp, MS Forms and Eventbrite	D	A/I/R
A high degree of computer literacy including MS Office and similar packages, Teams and Zoom.	E	A/I/R
<b>Competencies/behaviours</b>	Essential / Desirable	How Identified
Must be able to work using own initiative as well as play an active and positive role within the team	E	A/I/R
A strong work ethic, with a determination to succeed	E	A/I/R
Keen to learn	E	A
Proactive and positive attitude	E	I/R
Resilient, with problem solving skills	E	A/I/R