

## ROLE PROFILE

### #RKLTPeople

Nurturing Ambition, Inspiring Excellence



Red Kite Learning Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure. We are an equal opportunities employer which welcomes applications from all sectors of the community. We are committed to promoting diversity and want a workforce which reflects the local population of each of our schools.



[www.rklt.co.uk/careers](http://www.rklt.co.uk/careers)



\*Red Kite Learning Trust is committed to supporting work-life balance and recognise the benefits of flexible working. We welcome requests for flexible working arrangements as part of the recruitment process. While flexibility may be possible for many roles, each request will be considered on an individual basis.

<b>Job Title:</b>	Administration Assistant	<b>School:</b>	Red Kite Teacher Training
<b>Salary Grade:</b>	Band 5 SCP 4-6	<b>Working Hours:</b>	25 hours per week, 9.30am-2.30pm Monday - Friday
<b>Contract Type:</b>	Term time, Training Days + Plus 1 Week	<b>Location:</b>	Harrogate

**Responsible to: Lead Administrator**

**Role summary:** We are looking for a proactive and detail-focused administrator to join Red Kite Teacher Training and play a key role in supporting the next generation of teachers. This is an exciting opportunity to be part of a collaborative team, contributing to the smooth and effective delivery of our teacher training provision.

In this role, you will support the administration of initial teacher training enquiries, applications, interviews and offers, acting as a key point of contact for prospective trainees. If you are highly organised, people-focused and committed to delivering a high-quality service, you will play an important part in ensuring a positive and professional experience for all applicants.

**Special conditions of service:** No smoking policy, including e-cigarettes/vaping. Occasional requirement to work outside of school hours and off school premises.

#### Role specific responsibilities:

- Provide advice and assistance to staff, trainees and prospective applicants on all aspects of Red Kite Teacher Training
- Undertake administrative duties to ensure a high standard of delivery across all teacher training activities, using appropriate software and web-based systems
- Support the collation and management of data, including confidential admissions information, assessment records, spreadsheets, trainee files and national returns
- Liaise with partnership schools, the University of Leeds and external agencies regarding admissions, placements, data management and key events
- Support the efficient use of resources to ensure value for money across provision
- Assist in preparing data and documentation for external inspections and quality assurance processes
- Promote Red Kite Teacher Training through marketing and communications, including social media, websites and promotional materials
- Support the organisation and coordination of events, interviews and school experience opportunities and represent Red Kite Teacher Training where required
- Attend and contribute to internal meetings and take minutes where necessary



## RK People responsibilities:

- Contribute to the overall [aims and values](#) of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection etc., reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the role profile but which is in line with the general scope, grade and responsibilities of the role.

**Our Trust Mission**  
Nurturing ambition, delivering excellence and enriching children's lives.

**Our Trust Values**

- Collaboration**  
We pull together to deliver the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements - personal and collective.
- Integrity**  
We put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice.
- Respect**  
We champion equity, equality and diversity. We treat our children, families, staff and partners with respect and kindness - modelling our values and wanting the very best for each other.

**Our Trust Goals**

- We champion learning**  
Learning together creatively with a rich and broad curriculum, where great teaching and confident reading are fundamental to enriching children's lives.
- We promote wellbeing**  
Ensuring the wellbeing of every child and member of staff in our Trust.
- We invest in our people**  
Supporting every member of staff throughout their career to be the best that they can be.
- We innovate with technology**  
Enabling all learners to harness technology, ensuring all have access at home, and innovating with technology for learning.
- We are our Trust**  
Growing together collaboratively we will strengthen our Trust for the benefit of our children, our staff, our communities and our environment.

**RED KITE**  
LEARNING TRUST

## PEOPLE PROFILE

Aptitudes and Characteristics	Essential	Desirable
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Able to use own initiative and motivate others	*	
To communicate effectively with staff at all levels within the school and partnership	*	
Relates well to those in positions of authority	*	
Willingness to proactively take part in training. Take responsibility for and be keen to improve upon own professional development	*	
Ability to investigate, evaluate, solve problems and make decisions	*	
Ability to foster positive relationships and relate well to people	*	



Flexibility to work outside normal working hours when need arises	*	
Self-motivated and hard working	*	
Ability to work under pressure and to meet deadlines	*	
Effective written and oral communication and organisation	*	
Attention to detail to ensure accuracy of work	*	
Honest and trustworthy with a strong commitment to handling sensitive information with confidentiality and professionalism	*	
Demonstrates reliability and a strong commitment to the role	*	
Excellent organisational skills with the ability to prioritise effectively	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
GCSE in Maths and English Grade C or above (or equivalent)	*	
Significant professional experience in data analysis and ICT skills including MS office packages (Excel, Word) and/or relevant qualification in ICT or similar	*	
Qualifications in Office Software Packages, eg OCR/RSA		*
Experience in an educational setting		*
Experience of organising training events or similar		*
Interest in Marketing & customer relations		*
Website experience including elements of design e.g. InDesign		*
HR or related experience		*
Student admissions and assessment experience		*
Full driving licence		*
<b>Safeguarding and Promoting the Welfare of Pupils</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

