

## Job Description

<b>Post Title:</b>	<b>Administrator</b>
<b>Location:</b>	<b>Portland Spencer Conference Centre</b>
<b>Salary/Pay Range:</b>	<b>NJC8-12</b>
<b>Hours of work:</b>	<b>37 hours per week</b>
<b>Reporting to:</b>	<b>Tammy Edward</b>

### Purpose of the Post

To provide high-quality administrative support to the staff development and training functions within the Spencer Alliance for Leadership and Teaching (SALT). The role will support the lead Coordinator within a strand of work in the organisation, coordination and delivery of professional learning programmes and events across the provision.

### Main Duties and Responsibilities

Specific responsibilities include:

#### Administration

- Provide day-to-day administrative and clerical support to ensure the smooth running of the SALT team and associated training programmes.
- Respond efficiently and professionally to enquiries from schools and external partners via email and telephone.
- Support the organisation and administration of training events, programmes and meetings, including:
  - communication with delegates
  - managing event logistics
  - coordinating resources
  - sharing dietary or venue requirements
  - diary and scheduling support
- Assist with events held across different Trust sites. Where occasional variation in working hours is required, this will be agreed in advance and time taken back in lieu.
- Prepare and organise resources for events to ensure facilitators and programme leads are supported.
- Maintain accurate databases and records, including event attendance, participant information, and programme documentation.
- Support the promotion of SALT professional development opportunities, for example by sending information to schools, assisting with promotional materials, or coordinating communication.
- Assist with meeting arrangements, including booking rooms and catering, preparing agendas, circulating papers and minute-taking as required.
- Support budget monitoring processes by maintaining appropriate administrative records and liaising with relevant budget leads.
- Use a range of ICT software and platforms effectively, including Word, Excel, email systems, Google Drive and MS Teams.
- Undertake any other reasonable duties commensurate with the level and responsibilities of the post.

### **Programme Support (Generic)**

- Support the tracking of participant information, onboarding processes and relevant programme documentation.
- Maintain administrative oversight of programme milestones, deadlines and process requirements, including the management of external portals where appropriate.

### **General Responsibilities**

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular Health and Safety and Safeguarding.
- Participate in the Trust Appraisal process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- The post holders will be expected to use all Trust standard computer hardware and software packages where appropriate.

Training and ongoing support will be provided as part of joining a growing organisation connected to national partners such as Teaching School Hubs, Research School Network and others. Opportunities for further training—including relevant apprenticeship programmes—may be available.

The nature of the Trust year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

### **Additional Information**

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

# Person Specification

	Essential	Desirable
<b>Qualifications and experience</b>		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade C or equivalent	✓	
Experience of working in a busy office	✓	
General clerical and administration experience	✓	
Previous experience in an educational environment		✓
Driving Licence		✓
<b>Knowledge and skills</b>		
Ability to work calmly under pressure	✓	
Ability to communicate clearly orally and in writing	✓	
Ability to work collaboratively with others	✓	
Ability to work within school based systems and specified timelines	✓	
Working knowledge of a range of administration procedures	✓	
Ability to proficiently use office computer software including word processing, spreadsheets, databases and internet systems	✓	
<b>Personal qualities</b>		
Excellent interpersonal skills with the ability to maintain strict confidentiality	✓	
A diplomatic and patient approach	✓	
Initiative and ability to prioritise own work to meet deadlines	✓	
Efficient and meticulous in organisation	✓	
Able to follow direction and work in collaboration with others	✓	
Able to work flexibly, adopt a hands on approach and respond to unplanned situations	✓	
Ability to evaluate own development needs and those of others and to address them	✓	
Commitment to the highest standards of child protection and safeguarding	✓	
Recognition of the importance of personal responsibility for health and safety	✓	
Commitment to the Trust's ethos, aims and whole community.	✓	