



James Montgomery Academy Trust

Brampton Road, Wath-Upon-Dearne, Rotherham, South Yorkshire

Trust Admin Officer

Application Pack

Trust Admin Officer

Main Duties and Responsibilities

General Duties:

- Act as a first point of contact for visitors, ensuring they are welcomed in accordance with safeguarding procedures.
- Confidently and efficiently lead the admin function to meet the Trust Central Team's administrative requirements.
- Work with the relevant staff within the Trust Central Team and the Board of Trustees.
- Promote the highest standards of business efficiency within the administrative function of the Trust.
- Undertake relevant responsibilities as delegated by the Chief Financial Officer.
- Be a highly involved member of the Trust Central Team, developing positive relationships with Trustees, schools and staff.

Financial and Resource Management

- Manage Trust suppliers, including processing new supplier requests, carrying out verification checks and amending supplier details.
- Raise purchase orders, sales invoices, sales credit notes. Input purchase invoices and credit notes.
- Process weekly BACS payments, responding to any queries from suppliers in a timely manner.
- Monitor the Trust's purchase card, raising purchase requisitions and collating receipts.
- Manage the Trust purchasing card scheme, dealing with new card applications and general queries.
- Ensure the Trust achieves value for money when making purchasing decisions and that all procurement activities are compliant with the Trust's Code of Tendering Practice.

Administration Management

- Work with and maintain administrative systems, ensuring that maximum efficiency is achieved.
- Monitor and assess the administrative performance of the Trust, ensuring transparency and honesty.
- Handle sensitive and/or confidential data, adhering to relevant data protection regulations.
- Manage the Trust email account, ensuring all correspondence is escalated to the relevant person(s).
- Manage any incoming postal correspondence, ensuring all communications are dealt with in a timely manner.
- Process and manage requests for venue hire, hotel bookings and staff travel.
- Manage stationery supplies, ensuring stocks are replenished as and when required.
- Maintain an effective filing system, ensuring all paper records are stored in line with the Trust's retention policy.
- Liaise with the Board of Trustees and the Trust Senior Leadership Team, ensuring clear and effective communication in relation to governance affairs.
- Ensure all governance information is kept up-to-date on the Trust website and external platforms (Companies House/GIAS etc.).

HR Management

- Contribute to ensuring equality and confidentiality for all staff in line with the Trust's policies and procedures.
- Ensure all staff absence is recorded in the Trust payroll system and any relevant supporting documentation is obtained.
- Co-ordinate the recruitment process – advertising staff vacancies, collating job applications, carrying out pre-employment checks etc.
- Issue staff employment contracts and contract variation letters.
- Update staff files, ensure all documentation is uploaded to the Trust's HR & payroll system.
- Administer the Trust staff absence insurance scheme, ensuring all claims are submitted in a timely manner.

Data Security and Confidentiality

- Ensure strict confidentiality in all areas of work.
- Ensure rigorous approaches to identifying, managing and mitigating risk.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the UK General Data Protection Regulations (GDPR).
- Ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records).
- Work with the Trust Data Protection Officer to respond to Freedom of Information requests and Subject Access Requests.

The post holder's duties must be carried out in compliance with the Trust's Safeguarding Policies, Equality Policies, Information Security Policies, Financial Regulations, Health & Safety at Work Act and all other Trust policies.

These duties and responsibilities should not be regarded as exhaustive or exclusive as the post holder may be required to undertake other reasonably determined duties within the Trust, commensurate with the grading of the post, without changing the general character of the post. The Job Description and allocation of particular responsibilities will be reviewed on a yearly basis and may be amended by the delegated Chief Financial Officer at any time after consultation.

The post holder must always comply with the Trust's code of conduct.

Person Specification

James Montgomery Academy Trust, Brampton Road, Wath Upon Dearne, Rotherham, S636BB

EDUCATION AND QUALIFICATIONS	Essential	Desirable	Source A- application I- interview R- references
Minimum A – C GCSE in English and Maths	✓		A
Level 3 certificate in business administration or equivalent		✓	A
Recent and relevant continuing professional development appropriate to the role		✓	A, I
Further professional qualifications relevant to the role e.g. financial / business management		✓	A
Safer recruitment training		✓	A

EXPERIENCE	Essential	Desirable	Source A- application I- interview R- references
Experience of working in a busy office environment, facilitating change and leading administrative improvements	✓		A, I
Experience of using financial systems	✓		A, I
Experience of using management information systems	✓		A, I
Experience of using recruitment systems and processes	✓		A, I

PERSONAL AND PROFESSIONAL ATTRIBUTES	Essential	Desirable	Source A- application I- interview R- references
A calm and organised approach	✓		A, I, R
A commitment to equal opportunities for all	✓		A, I
A commitment to the wider life of the Trust and its community	✓		A, I
Professionally assertive	✓		A, I
Ability to manage own well-being and support the well-being of others	✓		A, I, R

Person Specification

KNOWLEDGE AND SKILLS	Essential	Desirable	Source A- application I - interview R - references
Have a good understanding of the education sector and the academy regulatory framework		✓	A, I
Be able to present information clearly to a range of audiences	✓		A, I
Demonstrate a proven ability to work sensitively and effectively with colleagues and other stakeholders	✓		A, R
Demonstrate an ability to lead and manage own workload	✓		A, I, R
Be able to prioritise workload and meet deadlines whilst maintaining a high level of accuracy and attention to detail	✓		A, I, R
Be confident in solving problems and creating innovative solutions	✓		A, I, R
Have excellent IT skills including a good knowledge of software packages	✓		A, I, R
Excellent verbal and written communication skills	✓		A, I
Excellent time management and organisation skills	✓		A, R
Be able to work as both part of a team and independently, showing integrity	✓		A, R
Capacity for, and interest in, enhancing own skillset through professional development		✓	A, I

Additional Requirements

- Enhanced DBS clearance
- Fully supportive references
- Commitment to safe working practices in line with Trust policies

James Montgomery Academy Trust is dedicated to appointing the best possible candidates.

The successful candidate for this position will make the education of their pupils their first concern, will be accountable for achieving the highest possible standards in work and conduct. Act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as up-to-date and will be self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.

We are delighted that you are considering applying for a position within our Trust. We aim to ensure that our recruitment process is fair, transparent and supportive for all candidates.

How to Apply

Candidates should complete the official application form in full, ensuring that all sections are accurate and up-to-date. Your supporting statement should clearly demonstrate how your skills, experience, and personal qualities meet the requirements outlined in the job description and person specification.

Submission of Applications

Completed applications must be submitted by the stated closing date. Applications should be sent via the secure portal within My New Term.

Shortlisting

All applications will be assessed against the person specification for the role. Shortlisted candidates will be contacted directly with details of the next stage of the selection process.

Interview and Selection

The selection process may include a combination of interviews, practical tasks, lesson observations, or assessments relevant to the role. Candidates will be given advance notice of the format and requirements of the day. If you have any specific access or support needs, please inform us so reasonable adjustments can be made.

Pre-Employment Checks

All offers of employment are conditional and subject to the following:

- Satisfactory references
- Verification of identity and right to work in the UK
- Enhanced Disclosure and Barring Service (DBS) check, including checks against the Children's Barred List
- Verification of qualifications and professional status where applicable
- Completion of a health declaration
- Any further safeguarding checks deemed necessary in line with statutory guidance

Safeguarding Statement

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. Recruitment processes follow safer recruitment guidelines and Keeping Children Safe in Education (KCSIE) statutory requirements.

Data Protection

Personal data provided during the recruitment process will be processed in accordance with current data protection legislation. Information will be used solely for recruitment purposes.