

Job Description

Job Title:	Trust Senior Admin Officer
Pay Scale:	Scale 6
Hours:	36 hours per week
Working Pattern:	39 weeks per year (Term Time + 5 INSET days)
Contract Type:	Permanent
Responsible To:	Chief Financial and Operations Officer (CFOO)

Job Purpose

The Senior Admin Officer is a vital member of the central Trust team, delivering high-quality, proactive administrative, governance, and financial support under the direction of the Chief Financial and Operations Officer. The postholder provides comprehensive clerking and governance services to the Trust Board, ensures meticulous financial processing, supports central HR/compliance functions, and maintains seamless operational coordination across the central team and multi-academy trust (MAT) initiatives.

Key Responsibilities and Duties

1. Governance & Board Clerking

- **Meeting Management:** Prepare, assemble and distribute agendas, governance reports, and statutory document packs within strict timeframes in consultation with committee chairs and executive leads.
- **Minuting & Action Tracking:** Attend Trust Board and committee meetings to produce accurate, high-standard minutes and manage official action tracking logs to monitor governance outcomes.
- **Statutory Compliance & Records:** Maintain up-to-date governance databases, conflict of interest registers, attendance records, terms of office and Trustee profiles.
- **Website & Compliance Publishing:** Ensure statutory governance information, annual accounts, scheme of delegation, and required policies are accurately published on the Trust website in accordance with the Academy Trust Handbook and DfE requirements.
- **Governance Onboarding:** Coordinate pre-appointment compliance checks for Trustees and Local Governors, ensuring Single Central Record (SCR) updates, DBS clearances, Section 128 checks, and induction packs are completed.
- **Policy Management:** Oversee the Trust policy review schedule, tracking review dates, liaising with policy owners and coordinating approval workflows across the Trust Board.

2. Finance Administration & Procurement

- **Financial Processing:** Execute daily financial transactions, including raising purchase orders, processing invoices, goods receipt, and preparing payment runs using the Trust's financial software in compliance with Trust regulations.
- **Supplier & Queries Management:** Serve as a primary point of contact for supplier queries, resolve invoice discrepancies and maintain accurate vendor records.
- **Expenses & Credit Cards:** Process monthly staff expense claims and Trust credit card reconciliations,

verifying receipts and coding accuracy prior to approval.

- **Audit & Asset Support:** Assist the CFOO with internal/external audit preparation, maintaining financial documentation trails, and supporting the maintenance of the central asset register.
- **Procurement:** Support contract monitoring, supplier research, and tendering administration to drive best value for money across Trust procurement activities.

3. Central Team Administration & Operations

- **Executive Coordination:** Provide comprehensive administrative and diary management support to the Central Team and Executive Officers, coordinating high-level correspondence, schedules, and priority workflows.
- **Events & Training Logistics:** Coordinate central Trust events, conferences, Trustee training modules, and staff workshops, managing venue bookings, catering, reprographics and delegate communications.
- **Central Communications:** Act as a professional central point of contact for internal school teams, external partners, regulatory bodies, delegates and public enquiries.
- **Document & Data Hygiene:** Maintain structured, secure digital filing systems, central databases and administrative templates.

4. HR, Safeguarding & Compliance

- **Single Central Record (SCR):** Assist in maintaining the Central Team's Single Central Record (SCR), conducting required pre-employment verification (DBS, identity, right to work, qualification checks).
- **Data Protection (GDPR):** Act as a local operational support for data protection, ensuring confidential records are securely handled, archived, or disposed of in line with statutory GDPR frameworks.
- **Compliance Tracking:** Monitor and record mandatory central staff training (e.g. Safeguarding, Health & Safety, GDPR) to ensure 100% compliance.
- **Health & Safety Admin:** Assist with central office risk assessments, visitor sign-in procedures, building access controls and incident reporting administrative logs.

5. General Responsibilities

- Carry out all duties with full commitment to Connect Education Trust policies, Health and Safety at Work legislation, and statutory guidelines.
- Provide agile operational support across the central administration function, covering peak workload periods, staff absences and key annual Trust deliverables.
- Actively participate in performance management processes and pursue ongoing professional development opportunities.
- Undertake any other reasonable duties aligned with the scale and responsibility of the post as directed by the CFOO.

Communications

Using a command of spoken English that is sufficient to effectively carry out the duties of the role and liaise verbally and in writing with parents, pupils, governors, agencies and other organisations.

Other Responsibilities

To undertake such duties of a similar nature as may be reasonably directed by the Headteacher from time to time. The duties and responsibilities of the post may vary from time to time according to the changing needs of the school.



The postholder shall ensure the duties of the post are undertaken with due regard of the Trust's Health & Safety Policy and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.

The postholder shall carry out these duties with due regard to the school policies, procedures and priorities.

All Connect Education Trust Staff Will

- Promote equality of opportunity
- Follow Safeguarding Guidelines and Child Protection policy/procedures
- Contribute to producing/delivering priorities in the Trust Strategic Development Plan
- Keep their own performance under review, contributing to monitoring, evaluation and review and participate in performance management/appraisal
- Promote positive attitudes and behaviour
- Contribute to the smooth day to day running of the Trust
- Be committed to achieving the school values
- Work to develop the Trust as a successful inclusive Trust
- Respond promptly to concerns from parents, staff or students
- Promote the Trust in the community
- Work in partnership with all colleagues including the Local Governing Board and Board of Trustees
- Support Code of Conduct for staff
- Have regard for and act in accordance with Health and Safety policy/practice
- Celebrate success of pupils and staff

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.



Person Specification: Trust Senior Admin Officer

Category	Essential Requirements	Desirable Requirements
Qualifications & Education	• Educated to GCSE standard (Grade 4/C or above in English and Mathematics).	• Formal Governance Professional / Governance Clerking qualification (e.g., CGI/ISSA or NGA Accredited). • Professional qualification in business administration, finance, or executive support.
Experience	• Substantial administrative experience in a fast-paced executive or central operational office environment. • Proven experience in formal minute-taking, drafting professional board records, and committee clerking.	• Experience working within a Multi-Academy Trust (MAT) or wider educational environment. • Experience managing and maintaining Single Central Record (SCR) documentation and pre-employment checks. • Experience coordinating large-scale corporate or training events. • Experience processing financial transactions (purchase orders, invoices, payment runs).
Knowledge & Skills	• Advanced proficiency in Microsoft Office / Google Workspace (Word/Docs, Excel/Sheets, PowerPoint/Slides). • Exceptional written communication, grammar, proofreading and editorial skills. • Strong understanding of school/Trust governance structures, statutory reporting, and clerking responsibilities.	• Working knowledge of educational Management Information Systems (e.g., Arbor, SIMS) and financial systems (e.g., Access, PS Financials, Civica, ParentPay). • In-depth understanding of GDPR, Data Protection Act, DfE statutory website requirements, and Safeguarding guidelines. • Knowledge of public sector procurement protocols and audit requirements.

	• Outstanding organisational and time-management skills with the ability to manage competing priorities under minimal supervision.	
Personal Attributes	• High degree of personal integrity, discretion, and diplomatic tact when handling sensitive or confidential information. • Calm, professional, and welcoming manner when interfacing with Trustees, senior leaders, suppliers and external bodies. • Proactive, solutions-oriented mindset with high attention to detail. • Direct commitment to the vision, values, equality guidelines, and safeguarding standards of Connect Education Trust.	

