

## Job Description

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| <b>Post Title:</b>       | <b>SALT Coordinator</b>                   |
| <b>Location:</b>         | <b>Portland Spencer Conference Centre</b> |
| <b>Salary/Pay Range:</b> | <b>NJC13-17</b>                           |
| <b>Hours of work:</b>    | <b>37 hours per week</b>                  |
| <b>Reporting to:</b>     | <b>Tammy Elward</b>                       |

### Purpose of the Post

To provide high-quality coordination and administrative support across Spencer Alliance for Leadership and Teaching (SALT) programmes and services. The role supports effective delivery, compliance, communication and operational efficiency, enabling SALT leaders to deliver high-quality professional learning, development and partnership provision. The postholder will work flexibly across different areas of SALT activity, responding to organisational priorities and contributing to continuous improvement across the team.

### Main Duties and Responsibilities

Specific responsibilities include:

#### Programme Coordination and Administration

- Provide comprehensive administrative and coordination support to SALT programmes, ensuring systems, records and documentation are accurate, compliant and up to date.
- Organise meetings, training sessions and events, including scheduling, agendas, documentation, communications and accurate minute-taking.
- Maintain accurate programme records, including participant data, attendance, progress tracking, evaluation and quality assurance documentation.
- Ensure programme materials and resources are prepared, distributed and stored appropriately, including digital platforms and shared drives.
- Manage regular administrative cycles and processes, ensuring deadlines are consistently met.
- Act as a key point of contact for internal and external stakeholders, responding to enquiries promptly and professionally and directing queries as appropriate.
- 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.

#### Compliance, Quality Assurance and Reporting

- Support compliance with Trust, programme and statutory requirements, including safeguarding, data protection (GDPR), equality and health and safety.
- Maintain accurate records to support audit, inspection and quality assurance activity.
- Support the completion of required returns, reports and data submissions to external bodies, ensuring accuracy and timeliness.
- Assist with the annual review and updating of policies, procedures and service documentation as required.

#### Finance and Systems Support

- Support financial administration across SALT provision, including maintaining accurate records, tracking expenditure and supporting invoicing or payment processes.

- Use digital systems and tracking tools confidently to support efficient programme management and reporting.
- Maintain oversight of programme-related data to support planning, monitoring and evaluation.

#### **Recruitment, Engagement and Communications**

- Support recruitment, onboarding or engagement processes for programme participants as required, including maintaining accurate records and administering checks in line with statutory guidance.
- Assist with promotional and communications activity, including website updates, events and stakeholder communications.
- Provide clear and accurate information to participants, partners and stakeholders regarding programme requirements, timelines and processes.

#### **Participant and Stakeholder Support**

- Provide responsive organisational and administrative support to programme participants.
- Monitor completion of required documentation and prompt follow-up where necessary.
- Support positive participant experience through effective communication, problem-solving and professional interaction.
- Build and maintain positive working relationships with colleagues, schools and external partners.

#### **General Responsibilities**

- Contribute positively to the wider SALT team, supporting colleagues across different strands of work.
- Work flexibly in response to changing priorities and service needs.
- Undertake any other duties appropriate to the level and purpose of the role, as directed by the line manager.
- 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>   |           |           |
| GCSE English and Maths (or equivalent) at Grade C/4 or above                             | ✓         |           |
| Evidence of ongoing professional development   | ✓         |           |
| Proven experience in a high-volume administrative or coordination role                   | ✓         |           |
| Experience of managing multiple deadlines and maintaining accurate records               | ✓         |           |
| Experience of delivering high-quality customer or stakeholder service                    | ✓         |           |
| Confident use of digital systems (e.g. Microsoft Office, Google Workspace or equivalent) | ✓         |           |
| Relevant administrative or business administration qualification                         |           | ✓         |
| Training in safeguarding, data protection or education/training administration           |           | ✓         |
| Experience working within education, training or a school-based environment              |           | ✓         |
| Experience supporting recruitment, onboarding or selection processes                     |           | ✓         |
| Experience handling sensitive data and compliance-driven processes                       |           | ✓         |
| Experience supporting events, training or programme delivery                             |           | ✓         |
| <b>Knowledge and skills</b>  |           |           |
| Understanding of confidentiality, data protection and GDPR requirements                  | ✓         |           |
| Awareness of safeguarding responsibilities within an education or training context       | ✓         |           |
| Understanding of the importance of accuracy, compliance and quality assurance            | ✓         |           |
| Excellent organisational and time-management skills                                      | ✓         |           |
| Strong attention to detail and commitment to accuracy                                    | ✓         |           |
| Clear and professional written and verbal communication                                  | ✓         |           |
| Ability to build effective working relationships with a range of stakeholders            | ✓         |           |
| Ability to handle sensitive information with discretion and professionalism              | ✓         |           |
| Ability to take accurate meeting minutes and produce clear documentation                 | ✓         |           |
| Knowledge of professional development, training or education systems                     |           | ✓         |
| Understanding of working with external agencies or regulators                            |           | ✓         |
| Ability to analyse data to support reporting and improvement                             |           | ✓         |
| Ability to provide organisational or wellbeing support to participants                   |           | ✓         |

| <b>Personal qualities</b>  |  |  |  |
|--|--|--|--|
| Proactive, reliable and able to work independently<br>Calm and professional under pressure<br>Flexible and adaptable to changing priorities<br>Strong commitment to customer service and continuous improvement<br>Collaborative and supportive team player<br>Commitment to equality, diversity and inclusion<br>Recognition of the importance of personal responsibility for health and safety<br>Commitment to the Trust's ethos, aims and whole community<br><br>Willingness to attend occasional evening events where required<br>Commitment to safeguarding and promoting the welfare of children and young people<br>Willingness to undertake training relevant to the role | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓<br>✓ |  |  |