

## Job Description

<b>Title of Post:</b>	Trust Office Administrator
<b>Grade and SCP</b>	Apprentice – National Minimum Wage
<b>Accountable to:</b>	Finance Director

### Main purpose

To be responsible for delivering a high quality and efficient service, providing a range of support on administrative matters within the Trust Central Office.

### Duties and responsibilities

#### General Administration Duties

- Provide general administration support to the CEO, Finance Director and HR Manager as required including filing, telephone answering, scanning, photocopying and emails.
- Responsible for the diary management of the Chief Executive Officer.
- Answer the phone and be the first point of contact in the Trust Central Office.
- Arrange meetings when requested.
- Draft, type and prepare documentation when requested.
- Responsible for dealing with incoming and outgoing mail.
- Monitor and maintain the Trust's Service Level Agreements with 3rd parties.
- Monitor and manage Trustee/Governor subscriptions.
- Responsible for updating information on the Trust website, when requested.
- Ensure all Trust Schools are compliant with their statutory requirements, using the Trust's compliance checker.
- Form positive, professional working relationships with colleagues throughout the Trust.
- Maintain positive relationships with external stakeholders.
- Maintain in the strictest confidence any personal data or sensitive information, working in line with GDPR to ensure that confidential information is stored securely and is not shared with other persons either in or outside of the Trust, except in the recognised course of your duties.
- On occasions, visit Trust schools to support Trust Central Office administration duties.

#### Finance Duties

##### Under the direction of the Finance Director:

- Finance filing.
- Charge card reconciliations.
- Maintain and monitor the Trust's School improvement budget.
- Ensure routine finance information has been provided by School Business Managers across the Trust.

#### HR Duties

##### Under the direction of the HR Manager:

- Assist with the monitoring and tracking of sickness absence across the Trust.

- Support the recruitment process across the Trust; checking adverts, job descriptions and person specifications to ensure statutory and key information is included.
- Ensure routine HR information has been provided by School Business Managers across the Trust.
- Participate in and assist with HR projects and policy work.
- Monitor the Apprenticeship Levy system and liaise with Trust and training providers, when required.

**Professional Development**

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with Trust leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust.

**Other Responsibilities**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the line manager in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**CEO**

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name \_\_\_\_\_

**Postholder**