Staffordshire University Academies Trust
Job Profile

Post Title: Administration Assistant
Grade: 4

Responsible to: Office and Support Services Coordinator

Trust Statement of Intent
Our Trust's aspirations are reflected in the culture and ethos of the Academies, in the way in which our communities are built upon sensitivity, tolerance and the appreciation of difference; at the heart of our work is the education of the young people in our care. There is a whole Trust ethos based on Rights, Respect and Responsibility.

We are committed to providing a stimulating, broad and aspirational education. Our Academies offer a wide range of extra activities as well as aspiring to good and outstanding academic standards. We want our pupils to be genuinely involved in the life of our Academies, participating in decisions, interested in their learning and valuing the opportunities they have had. We are proud of their achievements, the quality of our teaching and the pastoral care we provide. We want our young people to leave our academies with ambition, an appetite for learning and the confidence to encounter the challenges and changes that will inevitably face them.

The Trust believes that these values should allow all stakeholders to excel and believe that there are no limits on individual achievements. We recognise our responsibility to the development and welfare of all staff and pupils.

Purpose
The Trust consists of a central team based in Stoke on Trent, and twenty-one Academies in both the primary and secondary sectors, all based within the county of Staffordshire. The central team provides extensive support for Academies within the Trust, across both the educational and business sectors of the organisation including educational and Academy improvement support, strategic direction and planning, continued professional development, financial management, human resources, property management, auditing, policies, and procedures, governance and data protection.

Job Purpose
To provide high quality administrative support to the Trust's central team and Academies, ensuring effective organisation, compliance monitoring, policy administration and communication across the Trust. The postholder will contribute to the smooth running of central operations and provide a first point of contact for internal and external queries.

The below lists are not exhaustive and should reflect the ethos of the Trust.

Key Responsibilities
Administration & Communication
- Raise purchase orders and process related documentation.
- File, collate and maintain project and policy documents.
- Draft information for Trust bulletins and newsletters
- Manage room bookings for internal and external meetings and events, including refreshments and logistics.
- Support the organisation of Trust conferences and meetings (agendas, invitations, brochures, badges, parking, hospitality).
- Minute meetings and circulate actions as directed.
- Support central communication including updating templates, maintaining calendars, issuing surveys, and drafting correspondence.
- Assist with website updates and communication.
- Manage shared mailboxes and act as first line of contact for phone and email queries, including complaints.
- Deal with complex reception/visitor etc. matters.
- Provide advice and guidance to staff, pupils and others.
- Contribute to the organisation of support service systems/procedures/policies.
- Monitor and manage stock within an agreed budget, cataloguing resources and inventory management as required.
- Manage manual and computerised record/information systems.
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks. • Operate relevant equipment/complex ICT packages.
- Undertake research and obtain information to inform decisions.
- Assist with procurement activities.
- Assist with marketing and promotion of the Trust.
- Undertake administration of complex procedures

Compliance & Monitoring
- Support monitoring of compliance systems, escalating issues as required.
- Assist with data collection forms and record keeping for central reporting.
- Maintain records of training, feedback forms, risk assessments and other compliance tasks.
- Collate and format risk registers and school categorisation data for review.
- Support with changes and updates to statutory and governance records.

Policy & Governance Support
- Format and update policies prior to review and sign off.
- Maintain accurate records of policy updates and ensure Trust templates are current.
- Support with the dissemination of policies and key documents.
- Provide administration support for central team SLT.

Estates & Projects Support
- Monitor updates from contractors and ensure compliance activity is actioned.
- Track and file documentation for funded projects.

- Support administration estates service level agreements.
- Assist in collating quotes and monitoring supplier communications.
- Provide support in liaising with stakeholders in relation to contracts.
- Manage administration of facilities.

General Responsibilities

- Maintain confidentiality of information at all times in line with Trust policies.
- Promote the vision, values and ethos of the Trust.
- Undertake training and professional development as required.
- Carry out any other reasonable duties requested by the Trust central team SLT.

Professional Accountabilities

The post holder is required to promote and safeguard the welfare of children and young persons that they are responsible for or come into contact with. The post holder must be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

In addition they are to contribute to the achievement of the Trust's objectives through:

Financial Management

- Personally accountable for delivering services efficiently, efficiently within budget and to implement any approved savings and investment allocated to the service area.

People Management

- To comply and engage with people management polices and processes.
- Contribute to the overall ethos/work/aims of the Trust.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths, areas of expertise and use these to advise and support others.

Equalities

- Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Climate Change

- Delivering energy conservation practices in line with the Trust's climate change strategy.

Health and Safety

- Ensure a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

Essential Criteria	Measured By
Experience • Experience of development, management and operation of administrative systems. • Supervisory experience. • Financial acumen	AF/I

Qualifications/Training • NVQ 3 Business and Administration or equivalent qualification or experience in relevant discipline.	AF
Knowledge/Skills • Very good numeracy/literacy skills. • Effective use of ICT and other specialist equipment/resources. • Full working knowledge of relevant policies/code of practice and awareness of relevant legislation. • Ability to relate well to children and adults. • Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these. • Good organising, planning and prioritising skills. • Good interpersonal skills. • Ability to direct other adults.	AF/I
Behavioural Attributes • Customer focused. • Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. • Open, honest and an active listener. • Takes responsibility and accountability. • Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service. • Demonstrates a "can do" attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. • Is committed to the provision and improvement of quality service provision. • Is adaptable to change/embrace and welcomes change. • Acts with pace and urgency, being energetic, enthusiastic and decisive. • Communicates effectively. • Has the ability to learn from experiences and challenges. • Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	AF/I

AF – Application form I - Interview

Note 1:
The content of this job description will be reviewed with the post holder on an annual basis in line with the Trust's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post holder and the relevant trade union before submitting for re-evaluation.

Note 2: SAFEGUARDING STATEMENT

SUAT is committed to safeguarding and promoting the welfare of children and young people/ vulnerable adults and expect all staff and volunteers to share this commitment.

This position is subject to a criminal records check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.
It is an offence to apply for this position if you are barred from engaging in regulated activity.

A copy of the SUAT Safeguarding Policy can be viewed here:

https://www.suatrust.co.uk/wp-content/uploads/2021/08/Safeguarding-Policy-2024-2025-3.pdf

https://www.suatrust.co.uk/wp-content/uploads/2021/08/SUAT-Promoting-Welfare-and-Wellbeing-by-Preventing-Extremism-and-Radicalisation-Safeguarding-Policy-2022.pdf

Note 3:
In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.

We are proud to display the **Two Ticks Symbol,** which is a recognition given by Jobcentre plus to employers who agree to meet specific requirements regarding the recruitment, employment, retention and career development of disabled people.

If you need a copy of this information in large print, Braille, another language, on cassette or disc, please ask us by contacting the main office on **01782 987120**