

## Job Description for Trust Administration Officer (Casual): Hollingworth Learning Trust

<b>Job Title:</b>	Trust Administration Officer
<b>Contract Information:</b>	No set hours, casual contract. Estimated 3-4 days work each week for the duration of the casual needs of the business. (more or less hours would be considered, please ring and speak to the HR team to discuss). Casual hours likely to be needed for between 3 to 6 months (required on a casual basis). Assignments to be planned in advance to meet the needs of the Trust and to ensure adequate resources in the department.
<b>Responsible to:</b>	Trust HR Manager/Trust Compliance Manager
<b>Responsible for:</b>	n/a
<b>Terms &amp; Conditions:</b>	NJC, Support Staff Terms and Conditions This role is offered on a casual basis with timesheets to be submitted for payment of days worked.
<b>Salary Range:</b>	NJC Grade 5 - SCP 12 Paid at an hourly rate of £15.13 plus holiday pay
<b>Other:</b>	Based at the Trust Office

### Hollingworth Learning Trust Background & Vision:

We are here to make a positive difference to the lives of our children. We are not here to make the inevitable happen.

Our Trust exists to support school improvement and share innovation across all of our schools in order to raise standards, improve provision and unlock potential. The purpose of each school is to improve the life chances of each child regardless of ability, gender, social background or ethnic origin.

Our Central Services Support Team are a key part to us supporting our schools.

### Trust Values:

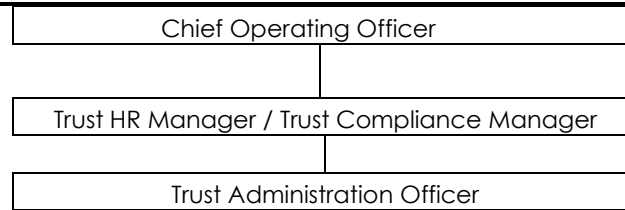
Our values are at the heart of what we do. We are:

- AMBITIOUS:** We have high expectations for all of our children and staff. They deserve the best we can do.
- POSITIVE:** We believe that people and schools can improve; we always believe this.
- RESILIENT:** We make long term commitments to pupils, families, communities and schools. We never give up.
- REFLECTIVE:** We constantly evaluate what we do in order to improve. We are never complacent.
- PRINCIPLED:** We always promote equity, equality and challenge injustice. We consistently act in the 'best interests' of our pupils.

**Purpose of the Job:** The Trust Administration Officer will be a key part of the central services team, working with the Trust Managers to provide high quality administration support to the central services within the Trust.



## ORGANISATIONAL CHART



## CONTROL OF RESOURCES

<b>Personnel:</b>	None
<b>Financial:</b>	None

### Health & Safety:

The postholder is responsible for their own health, safety and welfare and that of others within their care, in accordance with the Trust's policy and the Health and Safety at Work Act, 1974.

### Training and Development:

The postholder will be responsible for assisting in the identification of and undertaking their own training and development requirements, in accordance with the performance management framework.

### Equipment/Materials:

- To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
- To adhere to rules and regulations relating to the use of ICT, email and internet/intranet access.
- The operation of general office equipment, ICT systems and the orderly storage of stationery and office supplies.

### Relationships (internal and external):

- Internal:**
1. Teaching and support staff within the Trust
  2. Users of the Trust
  3. Voluntary helpers

- External:**
1. Parents/Carers
  2. Visitors and customers
  3. External agencies e.g. local authority

### Key Duties and Responsibilities:

- To provide high-quality administration of central service tasks.
- To provide high quality administration and project support to the CEO, COO and Central Service Managers for:
  - HR
  - Governance & Compliance
  - Finance
- To act as a key point of contact for central service-related queries, referring to the relevant Trust Manager where appropriate.
- To provide high quality checking of documents from trust managers and teams, ensuring that the documents meet the required quality standard.
- To promote with staff the use of brand letterheads and logos.
- To support in the production of trust publications and policies.
- To provide administration of the trust HR and Compliance System by carrying out System Administrator activities including, maintenance, system/data checks, housekeeping and managing user access.
- To support the Trust HR system, inputting data and reviewing processes / workflows, to ensure efficiency.
- To support the monitoring, reporting and analysis of key data including but not limited to, induction feedback, compliance reports, staff turnover, gender pay gap data, equality data, etc.
- To maintain and update other trust information systems on a regular basis and as required.
- To assist in the organisation of Trust meetings and events.
- To take minutes and action logs of meetings as required.
- Build positive relationships with key stakeholders, ensuring a good balance of support and knowledge/skills development is achieved.



## General Responsibilities:

- The postholder must perform their duties in accordance with the Equal Opportunities Policy; be aware of, support and ensure equal opportunities for all; and have due regard to the Public Sector Equality Duty.
- To comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the Trust ethos, values, aims and development/improvement plan.
- To attend meetings within the Trust, at its sites/academies and external events as required which may occur outside normal working hours.
- To participate in training and other learning activities and performance development as required.
- To maintain confidentiality always in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
- Work and process personal and sensitive information in accordance with Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.
- To carry out their duties with due regard to current and future school/Trust policies, procedures and relevant legislation. These will be drawn to the postholder's attention during the recruitment process, induction, staff code of conduct, ongoing performance development and through Trust communications.

Hollingworth Learning Trust expects employees to work flexibly within the framework of the duties and responsibilities above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is commensurate with the grade of the role within the remit of the duties and responsibilities.

**This job description will be reviewed to reflect the plans, growth and development of the Trust.**

Signed	Postholder	Date
Signed	Line Manager	Date

## Information for all applicants / postholders:

**Hollingworth Learning Trust are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment.**

**The successful candidate will have to meet the person specification and will be required to apply for an enhanced DBS disclosure and all other pre-employment checks outlined in Keeping Children Safe in Education. All appointments are subject to Safer Recruitment practices.**

**We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion.**

