

Oak Learning Trust

Job Description – Administrative Assistant

Grade 2 – scale points 5-6 (£26,428 - £26,846 FTE) TTO + 2 weeks

Job Title	Administrative Assistant
Responsible to	Executive Business Manager
Job Purpose	To provide a highly effective and efficient administrative support service to the Trust Central Team.
Key Responsibilities	- To undertake administrative tasks to support the trust central team in a timely manner. - To provide detailed information and support to the Trust Central Team using IT applications and management information systems. - Working collaboratively across the Trust Central Team to deliver efficient support services. - To provide a welcoming environment for all visitors to the trust offices. - Undertake reception duties, answering general enquiries accurately and professionally whilst maintaining confidentiality. - To monitor the Trust central enquiries inbox and action accordingly. - Arrange meetings for the Trust Central Team including conferences and booking venues. - Assist in the preparation and completion of documents and returns for the Central Team. - Assist in producing information and data as required for the executive leadership team, CEO and Trust Board. - Take notes at meetings and follow up on action points as directed. - Sort and distribute mail. - Arranging hospitality for meetings at the Trust office. - Maintain the trust website ensuring it is engaging, informative and complies with all statutory requirements. - Monitor and quality assure school websites ensuring they are engaging, informative, and comply with all statutory requirements. - Maintain central team stocks and supplies, ordering using the Trust finance system and distributing as required. - Building positive and effective working relationships with colleagues, Trustees and other stakeholders.
General	- Attend and participate in training and development courses. - Attend meetings, liaise and communicate effectively with colleagues. - The role requires the post holder to present self as a role model to pupils in speech, dress, behaviour and attitude, in keeping with the trust's vision and values. - To participate in the wider life of the trust, with due regard for its core business including supporting and being involved in school-based enrichment activities. - To read and comply with all trust policies and procedures.

This post is exempt from the Rehabilitation of Offenders Act 1974 and, therefore, is subject to an enhanced Disclosure and Barring Service (DBS) check.

Oak Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Trust follows Keeping children Safe in Education Safer Recruitment procedures for all posts including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. The Trust safeguards and protects its pupils and staff by operating in accordance with Local Authority Safeguarding Children Partnership procedures.

The post holder must carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Child Protection and Safeguarding Policy, and all other Trust policies and procedures.

The post holder must act in compliance with data protection legislation, including the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018, and in accordance with guidance issued by the Information Commissioner's Office (ICO). The post holder must also comply with the requirements of the Freedom of Information Act 2000 in relation to the management of records and information.

Undertake such other duties as may be required, commensurate with the grade and nature of the post, including working at any Trust site as required.

This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be amended by the Trust, following consultation with the post holder.