

**JOB PROFILE**

<b>Job Title:</b>	Trust Administrator	<b>School/Department:</b>	Trust
<b>Salary Grade:</b>	£15,984 per annum	<b>Working Hours:</b>	Part Time 30 hours per week
<b>Contract Type:</b>	Permanent	<b>Location:</b>	Trust Office

**Responsible to: Tim Milburn/ Amanda Thornton-Jones**

**Role summary:**

Provide administrative support to the Director of Primary Education and Trust Safeguarding Lead; diary management, organisation of meetings and the maintenance of confidential documents and files for school improvement and safeguarding. This is an administration role which requires the highest level of communication and organisational skills, with the ability to be able to work in a solution focused and adaptable manner.

**Red Kite Learning Trust is committed to safeguarding and promoting the welfare of students and expects all colleagues and volunteers to share this commitment.**

**Special conditions of service:**

No smoking policy, including e-cigarettes.

**Role specific responsibilities:**

- To support and lead on a range of highly professional services for the Director of Primary Education and Trust Safeguarding Lead
- Be the lead administrator dealing with relevant Trust wide, routine administration requirements
- Provide full administrative support to the Director of Primary Education and Trust Safeguarding Lead in relation to scheduled internal and external meetings, networks and training, ensuring they are fully briefed with relevant correspondence, documents, presentations and data
- Lead arrangements to proactively support a variety of conferences, arranging venues, inviting attendees, liaising with guest speakers and collating agendas and other papers
- Responsible for extensive diary management for the Director of Primary Education, ensuring all regular meetings are entered for the academic year ahead plus any ad-hoc meeting requirements with primary Headteachers
- Assist the Director of Primary Education with the administration for Red Kite Alliance Peer Reviews
- Organise annual Trust Senior Leadership strategy and planning away days, arrange venues, inviting attendees, collating agendas
- Produce minutes, or other outputs, from DSL meetings and Primary SEND and Early Years network meetings and distribute as agreed
- Work closely and collaboratively on joint projects with the Trust Executive Officer, members of the Trust Core Team and Red Kite Alliance, promoting efficiencies and quality services across the group
- Be the primary contact and link for initial queries from Primary Headteachers, in the absence of the Director of Primary Education, arranging follow up meetings where necessary
- Support the Director of Primary Education in the prioritisation of workload, responding appropriately and filtering requests on their behalf
- Meet deadlines in producing work, reports and dealing with sensitive and confidential data
- Manage diary for Trust Safeguarding Lead in relation to school visits
- Arrange employee safeguarding training and oversee the course arrangements as required



- To receive and appropriately deal with incoming email communications and as necessary use own judgement to redirect appropriately
- Provide administrative support with the preparation of agendas, minutes and papers
- To recognise own strengths and areas of expertise and use these to advise and support others

**RK People responsibilities:**

- Contribute to the overall aims and values of our Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all Trust policies and procedures including child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- Contribute to ensuring safeguarding procedures are in place and used effectively at all times

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in the job profile but which is in line with the general scope, grade and responsibilities of the role.

**Red Kite Mission, Values & Leadership Expectations**

**Our Trust Mission**

Nurturing ambition, delivering excellence and enriching children’s lives

**Our Trust Values**

**Collaboration:** we pull together to get the best outcomes for every child in every school, working with professional generosity and openness for the common good. We share joy in our achievements – personal and collective

**Integrity:** we put ethical leadership and excellent governance at the heart of our Trust, serving our schools and communities with fairness, honesty and transparency and a hunger for social justice

**Respect:** we champion equity, equality and diversity. We treat our staff, children and families and partners with respect and kindness – modelling our values and wanting the very best for each other

**Our Leadership Expectations**

**Coach your Team:** our leaders use coaching principles to support their teams to be self-aware, grow and work collaboratively

**Lead with Respect:** our ethical leaders lead with trust, integrity and show appreciation. Wellbeing and fairness are shared priorities

**Challenge for Excellence:** our leaders challenge themselves and their teams to continually grow in their role and towards their aspirations. They support an innovative approach where colleagues are encouraged to try new approaches with the aim of improvement

**PEOPLE PROFILE**

<b>Aptitudes and Characteristics</b>	<b>Essential</b>	<b>Desirable</b>
Confidential and trustworthy	*	
Ability to work flexibly and collaboratively as part of a team as well as on own	*	
Ability to communicate and influence effectively with colleagues at all levels	*	
Ability to work to high levels of accuracy	*	



Ability to prioritise and plan to ensure completion of tasks	*	
Self-motivated and hard working	*	
Ability to work in an organised manner	*	
A commitment to our mission and values demonstrated by current practice	*	
Empathy	*	
Ability to work positively and effectively	*	
Excellent attention to detail	*	
<b>Qualifications, Knowledge and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Minimum GCSE Grade C English and Maths or equivalent	*	
High level of competence with all the main aspects of Microsoft Office & web-based applications, and IT in general	*	
Experience in an educational setting		*
Proven organisation/administrative skills	*	
High level and accurate literacy skills	*	
<b>Safeguarding and Promoting the Welfare of Students</b>	<b>Essential</b>	<b>Desirable</b>
An appropriate motivation to work with children and young people	*	
Ability to maintain appropriate relationships and personal boundaries with children and young people	*	
Emotional resilience in working with challenging behaviours and appropriate attitudes to the use of authority and maintaining discipline	*	

