



Castleman Learning Network (CLN) Administrative Assistant

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| Employer | Castleman Academy Trust | Salary Grade and SCP Range | Grade D SCP 5-6 |
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Key purpose

- To build and maintain strong working relationships with all partners and stakeholders. This includes partner school Headteachers and members of the Teaching School Hub.
- To promote the work of CLN amongst colleagues, staff and stakeholders within school and externally in a manner which fosters trust, professionalism, collaboration, support and positivity.
- To Manage and maintain a range of administrative and clerical duties essential to the smooth running of CLN.
- To develop an in-depth knowledge and understanding of the Teacher Training sector and in particular available courses in the locality. (Through close work with the CLN Director, delivery partners and bodies such as University of Worcester, DfE and NASBTT)
- To work closely with the CLN Director to provide continuity in service and practice for colleagues, staff, stakeholders, trainees and anyone else involved with Castleman Learning Network.
- To ensure that all company activities adhere to legal guidelines and policies for example safer recruitment.
- To represent the CLN Director at meetings if required

Administration and Support

- Act as point of contact for CLN liaising with all partner schools, providers, tutors, trainees and prospective trainees.
- Promote the work of CLN amongst colleagues, staff and stakeholders within school and externally in a manner which fosters trust, professionalism, collaboration, support and positivity.
- Carry out a range of administrative duties eg. organising meetings, responding to enquiries, accurately producing, storing and retrieving paper and electronic documents.
- Set up and maintain manual and computerised record information systems through regular liaison with key partners including University of Worcester, Kingsleigh Primary School and Castleman Academy Trust.
- Facilitate, monitor and review feedback from events and prepare reports as required.
- Attend meetings, take and distribute minutes as and when required.
- Work with the CLN Director and CLN Training/Finance Co-Ordinator around the recruitment administration for the Primary PGCE programme.
- Act as point of contact for the ECT administration for both cohorts of the Early Career Framework (this includes, for each ECT session, liaising with facilitators, providing preparation and live IT support, monitoring and updating attendance and engagement records and feeding back to South Coast Teaching School Hub).
- Organise and co-ordinate events including handling all course bookings, setting up and closing down on the day, room booking and layout, provision of AV equipment, resources and hospitality.
- Work with the CLN Director to assist with the planning and implementation of timetables for all courses including PGCE, ECT and TA training.
- Record and monitor attendance for all programmes and sessions run by CLN.
- Act as point of contact for the administration and organisation of the Castleman Academy Trust training, to include managing the timetable, liaison with tutors, recording attendance and setting up on the day.
- Manage the booking system for the CLN learning room and liaising with the CLN Training/Finance Co-ordinator around invoices that need to be sent for room hire.
- Be involved with the preparation of marketing and publicity materials to promote CLN events and programmes. Ensure these materials are distributed through a wide range of media including email, Twitter, Facebook and the website.
- Undertake the TLI Learning Hub Administrator role until July 2024. This involves setting up the room each week and ensuring all refreshments and resources are provided, meeting and greeting tutors and students, providing registers and ensuring all technology is working, as well as arranging late night lock up responsibility with CLN Director or school.
- Work with CLN Director and Training/Finance Co-ordinator to support administration of trainee school placements.
- Co-ordinate DBS checks and liaise with partner schools to provide key information.

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| General |
| <ul style="list-style-type: none"> • Participate in training and other learning activities as required, and identify own areas of strength and development needs. • Participate in the School's annual Performance Review and Development process. • Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection • Maintain confidentiality in respect of all records and information • Have a commitment to safeguarding and promoting the welfare of children and young people in accordance with the Trust's agreed procedures. |
| Knowledge and Skills |
| <ul style="list-style-type: none"> • Ability to undertake work concerning more involved tasks confined to one function area or activity, which requires a good standard of practical knowledge and skills in that area of activity • Good level of knowledge of computer applications including Word, Excel, Powerpoint and financial management systems, or the ability to learn such systems • A high level of accuracy is needed in data entry • The post holder must be able to work under their own initiative, and must have good organisational and interpersonal skills • The post holder must be able to demonstrate a high level of trust and integrity and maintain confidentiality |
| Creativity and Innovation |
| <ul style="list-style-type: none"> • At busy times, the post holder must be able to prioritise their workload • Creativity is a feature of the job but exercised within the general framework of recognised procedures |
| Contacts and Relationships |
| <ul style="list-style-type: none"> • Daily contact with colleagues, trainees, schools, and potential ITT candidates. |
| Decisions |
| <ul style="list-style-type: none"> • Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives |
| Resources |
| <ul style="list-style-type: none"> • The post holder will be responsible for the proper use and safekeeping of ICT equipment and sensitive electronic data |

Any other duties commensurate with the role of CLN Administrative Assistant that may be required from time to time. The CLN Administrative Assistant is accountable to the Chief Executive Officer and CLN Director for the standards achieved and the conduct, management and administration of the CLN, subject to any policies that the DfE and the Trust shall make.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the postholder's professional responsibilities and duties.

The Castleman Academy Trust reserves the right to deploy staff to support the needs of our pupils throughout any of our Trust schools, as and when required



Person Specification Administrative Assistant

| Education/Qualifications | Desirable | Essential |
|---|-----------|-----------|
| GCSE English Language and Maths – Grade C or equivalent | | X |

| Experience and Knowledge | Desirable | Essential |
|--|-----------|-----------|
| Ability manage own workload to meet deadlines | | X |
| Ability to manage sensitive situations with confidentiality | | X |
| Ability to manage, deal with and undertake administrative, secretarial, word processing/typing, computing and information/data services, ensuring that these functions are organised efficiently to meet the needs of the Academy. | | X |
| Experience of working in an office environment | X | |
| Experience of a wide range of administration functions | X | |
| Ability to relate well to children and adults | | X |

| Skills | Desirable | Essential |
|---|-----------|-----------|
| Knows when to consult, make decisions and defer to others | | X |
| Can communicate effectively to different audiences in different ways. | | X |
| Able to use a variety of ICT packages | X | |
| High level presentation skills | | X |
| A proactive approach to change | | X |
| Meet safeguarding requirements to work with children and young people | | X |
| Ability to work under pressure and meet deadlines | | X |
| Acts with integrity, fairness and in an ethical manner | | X |
| Ability to form relationships at all levels, with all stakeholders. | | X |

| Safeguarding and Special Requirements | Desirable | Essential |
|---|-----------|-----------|
| The Castleman Academy Trust is committed to safeguarding and promoting the welfare of children and you people and requires all staff and volunteers to share and demonstrate this commitment. | | X |
| The successful applicant will be required to meet all elements of Safer Recruitment and will be the subject of pre-employment checks including an Enhanced DBS Check, including Child Barring List, a medical question and satisfactory references. | | X |
| It is a prerequisite that you familiarise yourself with the safeguarding policy and safer working practices policy and procedures of the school and follow them. | | X |
| The Castleman Academy Trust expects all employees and volunteers to be committed to the Trust's Policies and ethos | | X |