

Trust Administrator

Candidate Information Pack

Job Description

Title:	Trust Administrator
Contract Term:	Permanent
Salary:	£21,968 - £24,054 (NJC Scale 6-11)
Hours:	36 hours per week, full time (with flexibility of start and finish times as required).

Please note term time only working is not available for this role. However, we will consider other flexible working options such as job share.

Commencement date: ASAP

Location: LDST Hub, Damfield Lane, Maghull (hybrid/home working with some travel to other Trust locations)

Job Summary:

The postholder is responsible for providing the necessary clerical and administrative support required to develop LDST and to meet the varying demands of the LDST central support function. The role is vital to the smooth administration and running of the LDST; it is diverse in nature and requires you to deliver tasks in an organised and efficient manner. The post holder is required to respond flexibly to work demands in order to meet the ever-changing needs of the Trust and its schools.

Key Responsibilities

- To embrace our vision and values.
- To produce documents and provide clerical support, including producing minutes and agendas.
- To respond to all enquiries promptly and efficiently.
- To liaise with service providers to ensure any issues are resolved promptly.
- To collaborate with other staff in LDST, the Diocese and other stakeholders.
- To take ownership of personal and professional development.
- To undertake any training and development as directed by senior colleagues.
- To engage with all LDST policies and procedures, including health and safety.
- To treat everyone with respect and dignity, promoting a culture of equal opportunities.
- To comply with any reasonable request made by a senior colleague.
- To work across functions including finance and education.
- To undertake any other ad hoc tasks as required.
- To work collaboratively with all members of LDST to achieve the aims of LDST.

- To engage with a culture of high expectations and aspirations, so that all tasks contribute to the core organisational purpose of pupils achieving their full potential and that our schools secure high attainment for all.

Specific Responsibilities

Supporting the Trust Executive Administrator in:

General administration

- Being the initial contact for all LDST enquiries, triaging calls as appropriate.
- To respond to verbal and written enquiries in a professional, courteous and prompt manner.
- Dealing with telephone and email enquiries particularly with officers and Directors of the LDST, schools, clergy, parishes and other contacts (e.g. Local Authorities, EFA, DFE)
- Arranging meetings and appointments in line with senior management diaries including but not limited to, arranging hospitality, booking meeting rooms/conference venues and greeting visitors.
- To liaise with colleagues and external contacts to book and manage travel arrangements, agree agendas and take minutes of meetings as directed.
- Ensure mailing lists and school term dates are kept up to date.
- Collecting, collating and recording relevant data to support the work of the Trust including, but not limited to, pupil census information from schools and Local Authorities.
- To provide clerical support relating to Local Governing Body appointments.
- Dealing with day-to-day financial affairs as directed by the Trust Executive Administrator and liaising with the Director of Corporate Services.
- Attending meetings, taking accurate minutes and keeping notes.
- To accurately and promptly proof-read documents.
- To maintain hard copy and digital records.
- Provide administration support to the executive team and schools throughout the academy conversions process.
- To provide administration support to the regional leadership of the National Professional Qualifications programme
- Willingness to travel to ensure key documents are signed and processed.
- To provide clerical support including, but not limited to, photocopying, dealing with income and outgoing post and collation/distribution of reports.
- To regularly communicate with schools including facilitating work and communication on behalf of the executive team.

IT /Content Management and Social Media

- Coordinating the development and distribution of LDST related marketing materials.
- Maintaining the LDST website.
- Being aware of social media and other internet-based discussions around the LDST.
- Continual promotion of key messages regarding the LDST mission and vision.
- Using relevant social media tools and other relevant technology to share relevant information and events on a daily basis.
- Using a variety of software, such as Office 365, to produce high quality correspondence and documents and to accurately maintain presentations, records and spreadsheets.

Event Management

- Booking internal and external meetings/ rooms, conference and hospitality facilities.
- Arranging and facilitating refreshments/food for events when needed, this will involve placing orders/receiving delivery/shopping for goods as required
- Preparing conference packs and training materials.
- Facilitating attendee registration at meetings and conferences.
- Support and facilitate speakers and delegates during LDST events to ensure a professional and hospitable service.
- To gather and report on feedback from events.

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

All applicants must be committed to safeguarding and promoting the welfare of children. The Headteacher is expected to demonstrate this commitment to safeguarding and promoting the welfare of children and young people and is expected to hold all staff and volunteers accountable for their contribution to the safeguarding regulations.

Any offer of employment will be subject to statutory pre-employment checks including satisfactory references, online checks, Enhanced DBS, and Barred List checks. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (as amended in 2013 & 2020) and shortlisted candidates will be required to disclose any relevant criminal history prior to interview.

Person Specification

Each of the following criteria will be assessed via: (a) application form; (i) interview; (t) test

	Essential requirements	Desirable requirements
Qualifications	A minimum of five GCSEs, A*-C, or equivalent (including English)	<ul style="list-style-type: none"> Administrative qualification (a) Educated to A level standard or higher (a)
Experience	<ul style="list-style-type: none"> Proven experience of administrative/secretarial work in a busy office environment (a/i/t) 	<ul style="list-style-type: none"> Experience of conference organisation.
Knowledge and skills	<ul style="list-style-type: none"> Excellent communication skills with an ability to engage with people effectively at all levels (a/i) Have an ability to handle a range of diverse tasks and prioritise according to demands (a/i/t) Have an aptitude for developing and reviewing office systems in response to new technology (a/i) Operational ability of Microsoft office packages and in using databases (a/i/t) 	<ul style="list-style-type: none"> Demonstrates a working knowledge of school/Multi-Academy Trust administration (a/i) Has a good understanding of modern information technology, including the internet and data storing applications e.g. Cloud (a/i)

	<ul style="list-style-type: none"> • Ability to innovate, initiate and maintain good and effective administration procedures (a/i) • Have a close attention to detail (t) • Demonstrate excellent presentation, layout and accuracy in document production (a/t) • Ability to take minutes and produce written material accurately and quickly (a/t) 	
Personal Qualities	<ul style="list-style-type: none"> • Ability to deal with personal information maintaining strict confidentiality (a/i) • Demonstrates a friendly, sensitive, co-operative and diplomatic manner (i) • Ability to remain calm under pressure (i) • Works well within a team environment (a/i) 	
Work-related Circumstances	<ul style="list-style-type: none"> • To have an understanding of, and be in sympathy with LDST values and vision • Ability to work flexibly according to the demands of the role (a/i) 	<ul style="list-style-type: none"> • Full Clean Driving Licence

About Liverpool Diocesan Schools Trust

We believe

Jesus said, 'Let the children come to me.' (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

What is our Purpose?

Working together with our school communities, providing an excellent education and life-enhancing relationships with the Christian faith and Jesus Christ.

We do this through:

- Being a family of schools that is committed to well-being and supporting each other, so that all children, learners and staff across our Trust, flourish.
- Connecting with each other to share practice and provide an excellent education that is built on distinctly Christian values.
- A commitment to inclusion, ensuring that all learners thrive through an education that teaches wisdom, instils hope, nurtures community, and embeds dignity and respect.
- Strong bonds of collaboration, innovative approaches to education and a shared purpose amongst schools, families, and communities.

What is our vision?

As a Diocesan Trust, our Christian values are intrinsically linked to our commitment to provide an innovative, high quality education, so that children and learners make excellent progress and fulfil their academic potential, by ensuring that:

- We live out our **Christian values** to **develop future citizens** who can contribute positively to a caring, compassionate nation.
- We share a Trust-wide commitment to providing an **education** that enables children and learners to **flourish and achieve** - academically spiritually, morally, socially, culturally, physically.
- We celebrate **diversity, address inequality, overcome disadvantage** and **raise aspirations** so that learners can achieve their **highest academic potential**.

- Access to an **inspirational curriculum** and **excellent teaching** enables our children to acquire a **deep body of knowledge** and a zest for **life-long learning**.
- Our schools can thrive under outstanding **local leadership**, accountable to the Executive team and Board of Directors.
- We identify **talents** and provide opportunities for **staff** to develop, pursue career developments and contribute significantly to **wider improvements**
- We maintain a strong emphasis on **safeguarding** and the **mental health and well-being** of all our pupils and staff.
- Our schools are self-sustaining, **inclusive learning communities** of professionals who **connect and collaborate** to **share best practice** and **innovative approaches rooted in informed evidence**.

Our Core Values

We value Difference

We are respectful of the:

- **Uniqueness** of each individual school
- **Differences** within each school and community

We value Local

- Providing aligned support and central services to empower local leaders to make local decisions that meet the needs of the local communities

We value Collaboration

- We value the opportunities to **collaborate** and work as a **team** to improve outcomes across our Trust

We value Inclusion

- We welcome **all** and are committed to ensuring that **each pupil** receives an educational experience related to their **own** personal gifts or needs
- We celebrate **diversity** and the individual talents of our pupils and staff

We welcome pupils of all faiths and none

We are a fully inclusive organisation and encourage applications from individuals from minority communities.

How to Apply

Application Process

The application process for this role is a 2-stage process:

- Application form
- Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email hollie.stott@ldst.org.uk or call 07311813194.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

Closing Date: Tuesday 6th June 2023, 12.00pm (noon)

Interview Date: Friday 9th June 2023

Start Date of Post: As soon as possible.

Our Trust Prayer

Heavenly Father,
Let peace, friendship and love grow in our schools.
Send the Holy Spirit to give
excellence to our learning
love to our actions and
joy to our worship.
Guide us to help others,
so that we may all
Learn, Love and Achieve, Together with Jesus.
Amen