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HISP Teaching School Hub Administration Assistant

Job Description

**Salary:** Payscale Grade C - FTE £24,405pa to £25,430pa (actual salary £16,998pa to £17,712pa)

**Hours:** Monday-Friday: 9am-3pm (ideally – flexibility regarding start and finish time may be considered and can be discussed at interview)

**Contract:** Temporary – fixed term 1 year contract

**Working weeks per year:** 39 weeksper year

**Responsible to:** HISP Teaching School Hub Programmes Lead

**Start date:** 22 April 2025 (or as soon as possible thereafter)

Principle Responsibilities

We are seeking an individual who has:

* Strong administrative experience and experience of delivering high-quality front-line customer service.
* Confident communication (verbal and written) and interpersonal/ listening skills.
* Effective organisational skills with the ability to prioritise tasks and respond to change in a complex and demanding environment.
* Strong experience of maintaining databases and CRM systems, as well as establishing effective administrative processes and procedures.
* Experience of using social media platforms.
* The ability to work to deadlines with high attention to detail and accuracy.
* Strong resilience and the ability to respond positively to change.

Primary Roles

* To provide a high standard of service and administrative support for all Teaching School Hub and ITT Strategic Role activities.
* To process correspondence relating to Teaching School Hub and ITT Strategic Role activities and respond to other general enquiries, via phone and email, in a responsive manner to maintain our reputation as a reliable and informed service for all stakeholders.
* To organise and maintain efficient and effective date collection, electronic filing and administrative systems, as required or directed.
* Data inputting for Teaching School Hub and ITT Strategic Role activity in an accurate, efficient, and timely manner.
* To cross reference information from various data sets to maintain up-to-date databases and record keeping for all Teaching School Hub and ITT Strategic Role activity as required and directed.
* Assist with the organisation and support of Teaching School Hub and ITT Strategic Role conference events and training sessions, including room set up and the packing down of events, as and when required. This will include the full set of training rooms, registering and signing in event delegates upon arrival and packing down training rooms after events have taken place.
* To fulfil filing and photocopying requests as directed, including printing and photocopying resources needed for Teaching School Hub events.
* To ensure that Teaching School Hub stationery supplies are kept well stocked; ordering office equipment and stationery supplies as needed.
* To act as the main administrator, organising and updating, of all Teaching School Hub social media channels and networking accounts.
* To develop engaging, creative and innovative content for all Teaching School Hub social media channel and networking accounts; to promote and drive engagement with Teaching School Hub activities.
* To design promotional materials for Teaching School Hub events and ITT Strategic Role activity.
* To deal with ad hoc information requests.
* Drafting documents and correspondence; handling sensitive information in a confidential manner, following the requisite procedures and legislation regarding data compliance and confidential Information, e.g. The Data Protection Act, GDPR protocols.

Wider Duties

* To organise own workload in a methodical, efficient, and logical manner, which aligns with the strategic aims of the Teaching School Hub.
* To work positively and constructively within the wider Teaching School Hub Admin Team and to provide cover and support for colleagues involved in a number of high-level areas, especially at peak times of activity.
* Attend meetings, acting as a minute/ note taker as necessary or as directed.
* To undertake induction and professional learning activities as required and directed.
* To keep up to date with social media trends.
* To carry out any other tasks commensurate to the post.

General

* Support the aims and ethos of HISP Teaching School Hub and to play a full part in the life of the HISP MAT community, to support its ethos and to encourage all students to follow this example.
* Set a good example in terms of dress, punctuality, and attendance.
* Be kind, courteous and professional when dealing with visitors, staff, students and outside agencies and stakeholders, ensuring a high level of professionalism is always maintained.
* At all times, share our commitment to safeguarding and promoting the welfare of children and young people.
* Participate in induction training and other professional learning activities and staff review process, as required.
* Work co-operatively with others towards shared goals, developing constructive working relationships with other members of staff.
* Take responsibility for own professional development and contribute to the MAT as a learning organisation.
* Sare expertise and skills with others.
* Be aware of and comply with Trust policies and procedures relating to health and safety, child protection and safeguarding, security, confidentiality, and data protection, reporting concerns where appropriate.
* Promote and ensure the health and safety of students, staff, and visitors, by being proactive in matters relating to health and safety.
* Comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.

This post is classed as having a high degree of contact with children and is exempt from the Rehabilitation of Offenders Act 1974 (as amended 2013 and 2020). An enhanced disclosure with a check of the Children’s Barred List will be sought through the Disclosure and Barring Service as part of HISP Multi Academy Trust’s pre-employment checks.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as reasonably required.

Your duties will be as set out in the above job description but please note that the HISP Multi Academy Trust reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.