

JOB DESCRIPTION



Job title:	Administrative Officer
Employer:	The Gosforth Federated Academies Limited
Location:	The post holder will be expected to work across all of the Gosforth Group sites but will be based at North Gosforth Academy
Grade:	N4
Hours:	Full time, 37 hours per week for nominal purposes.
Responsible to:	Deputy Chief Operating Officer

Main purpose of the job

The Administrative Officer will be responsible for providing a high quality, efficient and effective administration service to the trust's Executive and Corporate Services teams.

Working as part of the wider administrative team the Administrative Officer will support the trust in attaining its aims and objectives, by providing and ensuring administrative support to trust leadership.

Main tasks and key responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time:

- Ensure timely and effective secretarial and administrative support to the Executive team, Corporate Service directors and service leaders
- Ensure the effective operation of the trust office to ensure the efficient discharge of functions to leaders and managers including hospitality arrangements and diary management
- Generate correspondence and reports on behalf of senior leaders and managers
- Organise, co-ordinate and manage event organisation and hospitality for functions throughout the year
- Be responsible for ensuring that all general word processing, including letters, forms, handbooks, policies, development plans, etc. are completed efficiently and to ensure that the information contained within them and on the trust's website is kept up to date
- Provide meeting support by taking notes and writing minutes for meetings of senior leaders and managers, including meetings relating to confidential and sensitive matters
- Assist in governance arrangements by providing committee and administrative support to the Head of Governance and Compliance and the Board of Trustees

- Liaise with trust HR managers to support staff recruitment and employee related administration in regard to MAT staff, providing timely information to ensure staff records are kept up to date
- Organise, coordinate and liaise with the Finance team to manage requisition and purchasing requirements for the MAT teams
- Maintain oversight of administration and office supplies for the MAT teams
- Work with the Executive Directors, Principals, and Marketing and Communications Manager to prepare the annual trust administrative calendar
- Develop and maintain good practice in relation to the provision of an efficient and effective service within the MAT reception area and other MAT administration offices
- Receive and deal appropriately with all incoming electronic communications into the trust email account, using judgement to re-direct them or manage them on behalf of trust leaders and managers
- Provide confidential support and cover to the Executive Officer and PA to the CEO
- Manage the trust's fleet of minibuses with regard to bookings, servicing, and repairs and maintenance, etc. and to organise appropriate driver training and maintenance of driver records
- Assist leaders and managers by providing support to a wide range of trust-wide projects relating to estates, human resources, governance, marketing, finance, and ICT
- Ensure effective administrative systems and practice for the smooth running of the MAT central office including the development and enhancement of IT systems and databases to streamline operations

Additional information

- Undertake any other reasonable duties commensurate with the grade of the post as directed by the Deputy Chief Operating Officer or required by the trust
- Promote the trust's ethos and values to 'Create your future' and encourage high expectations and standards
- Assist in maintaining a healthy, safe, and secure environment and to act in accordance with the trust's policies and procedures
- Assist the trust by maintaining good relationships with staff and when in contact with parents, trustees, contractors' representatives, and external agencies, in order to promote the objectives of the trust

PERSON SPECIFICATION

Administrative Officer

	Assessed by:		
	Essential / Desirable	Application form	Interview / task
EDUCATION AND QUALIFICATIONS			
Qualified to HND, 'A' level or equivalent in business administration or relevant subjects	E	✓	
Evidence of Continuing Professional Development	E	✓	
First degree and/ or a professional qualification (in an appropriate discipline), or appropriate professional experience relevant to the post	D	✓	
KNOWLEDGE AND EXPERIENCE			
Comprehensive experience and appreciation of office related administration	E	✓	✓
Experience of working in an administrative role	E	✓	✓
An understanding and knowledge of the key principles of administration in an education setting	D	✓	✓
Working knowledge of MS Office suite of applications, including Word, Excel, PowerPoint and MS Teams	E	✓	
Experience of working in a Multi Academy Trust or other education setting	D	✓	
ABILITIES AND SKILLS			
Excellent written and verbal communication skills with the ability to present information and data confidently to other professionals and non-professionals	E	✓	✓
Ability to prioritise, plan and organise with meticulous attention to detail	E	✓	
Effective time management able to successfully work to tight deadlines and conflicting deadlines	E	✓	✓
Capable of taking responsibility and working on own initiative	E	✓	✓
Well-developed IT skills, including the ability to take minutes	E	✓	✓
Ability to maintain confidentiality with proven tact and diplomacy skills	E	✓	✓
Strong ICT skills with capacity to implement and operate new systems and software	E	✓	✓
Good interpersonal skills, able to work with a wide range of internal and external stakeholders	E	✓	✓
Ability to adopt a flexible approach to being a supportive and co-operative team member	E	✓	✓

		Assessed by:	
	Essential / Desirable	Application form	Interview/ task
PERSONAL QUALITIES AND ATTRIBUTES			
Honest, demonstrates integrity, confidence and self-motivation.	E	✓	✓
Creative and innovative thinker	E	✓	✓
Passionate belief in the trust’s vision and values	E	✓	✓
Commitment to support Gosforth Group’s agenda for safeguarding and equality and diversity	E	✓	✓
Sympathetic to and supportive of the Multi-Academy Trust model and ethos of the Gosforth Group	E	✓	✓