



Information Pack

Administrator to MAT and
Personal Assistant to Executive
Headteacher and Director of Education

(Deadline 9th July)

JOB DESCRIPTION

School Administrator

Reports to:	Executive Headteacher
Start date:	September 2018
Salary:	Competitive
Hours:	Full Time (including meetings in the evening 5-7pm, approx. eight times per year)

Role Summary

The role is to be an administrator to the MAT and a personal assistant to the Executive Headteacher and Director of Education. The role will involve supporting Reach Academy Trust in the efficient and effective delivery of its aims and to ensure the Board is operated in a way that conforms to the Instruments and Articles of Governance, and to provide effective administrative support to the Members and Trustees.

Key Responsibilities

Personal Assistant

- Personal Assistant to the Executive Headteacher and Director of Education
- Managing their calendars,
- Co-ordinating meetings/visits to the school
- Other administrative requests

Clerk to the Foundation and MAT

- Advise and support Members and the Board of Trustees and its committees, on the proper exercise of their powers and on the application of all legislation affecting its work.
- Keep up-to-date with all matters of law and changes to regulations and procedures. Ensure that correct procedures are followed by the Board and that the Trust complies with all relevant statutory and regulatory requirements.
- Keep accurate records.
- Raise matters which may require the attention of the Board.
- Ensuring compliance with the law as regards public access to Board papers.
- Keep under review the standing orders for the conduct of business of the Board and its committees.
- Make arrangements for the safe custody of the official record of the business of the Members and Board of Trustees
- Assist the Chair as required in the work of running the Reach Board and Trustees Board
- In consultation with the Chair and Chief Executive planning the forward programme of meetings of the Board of Directors and its committees
- Keep the Chair informed of changes in the law affecting the work of the members, trustees and governors of the MAT
- Minute all meetings of Members and Trustees and ensure that agenda and papers are distributed in a timely manner
- Convene all meetings of the Members and Trustee Board including the Annual General meeting, ensuring that the AGM is held at an appropriate time and advertised to stakeholders and the public
- Ensure that an Agenda, the accounts and Chair of the Board's Annual Report and all other necessary papers required are provided for those attending the Annual General Meeting.

Compliance

- Ensure that the Multi Academy Trust complies with the Articles of Association in all respects.
- Maintain a record of the membership of the Board of Trustees, notifying it of any vacancies, making arrangements for elections if required; notifying any Trustees whose membership lapses as a result of non-attendance or who become disqualified for some other reason.
- Maintain a code of conduct for the Board of Trustees, a register of the financial and personal interests of Members, Trustees and Senior Leaders, and advise on declarations of interest.
- Take appropriate action if and when the Board of Trustees, its Chairman or one of its committees appears to be at risk of acting outside their powers or to be proposing actions that may be unlawful.

PERSON SPECIFICATION

Qualifications

- Qualified to work in the UK
- Literacy and Numeracy sufficient to role, expected level GCSE Grade C or equivalent in English and Maths
- Have already undertaken or be willing to complete the National Training Programme for Clerks or its equivalent

Key Skills and Experience

- Previous experience of school or academy governance and of providing clerk service preferred. Clerical, administrative and computer skills including access to a computer, use of internet, email, word processing and spreadsheets.
- The ability to communicate effectively in both speech and writing Ability to produce structured reports
- Understanding of the legal framework within which the Multi Academy Trust will operate.
- Good interaction with people
- Tact, discretion and the ability to work under pressure at times
- The ability to operate from an impartial position on all matters A high standard of written communication.
- Capable of minuting discussions effectively, accurately and appropriately given the sometimes sensitive subject matter
- Well organised, with the ability to meet statutory deadlines in good time
- Good time management skills
- A good standard of verbal communication, and the confidence to input into GB and other meetings when it is procedurally appropriate to do so
- A high level of personal responsibility and confidentiality
- A good record keeper

Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.
- This job description is not definitive or exhaustive but is provided to give the post holder an indication of the range of activities, duties and responsibilities concerned with the employment and may be subject to review and revision at any time at the discretion of the Trust if, in the interest and efficiency of the service, it should be deemed necessary



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after ASAP with interviews taking place in the following 2 week period. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademyfeltham.org.uk.