



HISP Multi Academy Trust Job Description **Administrator**

Salary:	HCC Pay Scale C (FTE £18,932 - £19,940)
Hours:	25 hours per week, Monday to Friday, Term Time only
Contract:	Permanent (following a probationary period)
Responsible to:	Deputy CEO

Priorities

The administrator is the first point of contact for all HISP Learning Partnership enquiries. The post holder has responsibility for ensuring the maintenance of high-quality records, spreadsheets and databases as well as providing technical assistance to a wide variety of stakeholders.

Principle Responsibilities

- Acting at the first point of contact for all HISP Learning Partnership enquiries
- Answering queries and providing technical assistance via email/telephone to a variety of stakeholders
- Maintaining records, spreadsheets and other databases including CRM system
- Event management including (but not limited to) coordinating bookings, room set-up, meet & greet visitors
- Maintaining the booking system for virtual and face to face professional development sessions and co-ordinating these training sessions
- Creation and distribution of marketing materials
- Management of multiple social media platforms as a promotional tool
- Drafting documents and correspondence
- Handling of sensitive information in a confidential manner
- Assist in the preparation of regularly scheduled reports
- Administrative support for the MAT and Teaching School Hub teams as required
- Co-ordinating quality assurance process of various provisions across HISP Learning Partnership including production of termly progress reports for the Partnership Lead, escalating concerns where necessary
- Liaising with external organisations including the DfE, Teaching School Hub Council and Teacher Regulation Agency to ensure the correct information and support is provided to teachers as required.
- Dealing with adhoc information requests

MAT Ethos

- To support the ethos of the HISP Multi Academy Trust, and to encourage all students to follow this example

Other

- To be aware of and to comply with Trust policies and procedures relating to health and safety, child protection and safeguarding, security, confidentiality and data protection, reporting concerns where appropriate
- To undertake all training as required to carry out the role safely
- To work co-operatively with others towards shared goals
- To ensure a high level of professionalism is always maintained
- To promote and ensure the health and safety of students, staff and visitors at all times
- To undertake other duties as required by the Deputy CEO commensurate with the grade of the post

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 may reasonably be 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.