

ADMINISTRATIVE ASSISTANT

Creative Education Trust

July 2020



*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in the role of Administrative Assistant supporting the chairs of our Local Governing Bodies for a cluster of our Academies in Norfolk.

Our network consists of eleven secondary and six primary academies in the Midlands and Norfolk plus a central team. Further schools are in the pipeline and our medium-term ambition is to be a trust of 25 schools.

As an academy sponsor, Creative Education Trust is focused on the quality of the educational experience it provides for its students.

In addition, in joining a growing group of schools, you will have the opportunity to have an impact on how the wider network develops, to collaborate closely with our team and the Chief Operating Officer and to influence Creative Education Trust's ethos and processes.

Those of us who have set up Creative Education Trust come from a wide variety of professional backgrounds in education, academia, business and the creative industries. What unites us is the desire to improve educational prospects and life chances for children who have not always had the schools they deserve, nor had access to the knowledge and skills that will equip them to be successful in the world they will encounter when they leave full-time education.

Our schools pursue a rigorous and continuous programme of educational improvement, but they also aim to provide pupils with a rich programme of co-curricular activities. In addition, our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts, encouraging them to identify and solve problems in practical and creative ways that give them a sense that they can have impact on the world around them.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning on our YouTube channel: www.youtube.com/user/creedacad.

Our Senior Regional HR Advisor, Vanda Roy, would be delighted to discuss this role with you and is available on vanda.roy@creativeeducationtrust.org.uk.

I look forward to receiving your application.

Yours sincerely,
Marc Jordan - CEO

“We are looking for a high standard of administrative support to our chairs of the Local Governing Bodies in Norfolk”

You can find out more at:
www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 to work in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement. We transform these schools by integrating a knowledge-rich curriculum with skills and creativity.

Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our staff and expert advisers use imaginative methods for linking knowledge across subject boundaries, fostering personal development and resilience and developing practical skills that prepare pupils for their transition to adult life and employment.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:
www.creativeeducationtrust.org.uk

ADMINISTRATION ASSISTANT (CLERK)

JOB DESCRIPTION AND PERSON SPECIFICATION

LOCATION

Norfolk

0.2 FTE Part time annualised hours, Permanent

SALARY

£23,500 - £25,500 (£4,700 - £5,100 pro rata)

THE ROLE

To provide a high standard of administrative support to the Chairs of Local Governing Bodies (LGB) for a cluster of academies within the Creative Education Trust in Norfolk collating and distributing papers and reports in advance of meetings and taking accurate minutes of the meetings in addition to co-ordinating and providing administrative support at school hearings.

The role will be based at home, with the requirement to attend meetings and hearings at individual Academy sites at various times during the academic year. Dates of LGB meetings for the academic year 2020–2021 have been determined.

KEY RESPONSIBILITIES

LGB MEETINGS

- Working from the Trust suite of templates to collate and distribute papers in advance of the LGB meetings for each of the schools within the cluster, ensuring that any papers are on the appropriate template
- Ensure that all reports and papers are received and distributed according to the Trust calendar.
- Provide administrative support during the meetings and to ensure that all meeting papers and minutes are filed on the CET network in a timely fashion
- Ensure availability at the meetings which are held at each school various times of the academic year, sometimes on weekday evenings.
- Taking accurate minutes of the meetings and producing these in a timely manner for review by the Chair before distributing.

- Keeping an attendance log for all meetings and updating relevant documentation.

SCHOOL HEARINGS

- Under the direction of key individuals e.g Chair, Principal/HT or Trust Director work with individual schools to coordinate and arrange hearings, as required
- Ensure that all paperwork is presented correctly using Trust templates and distributed to relevant parties in advance of the hearings
- Take accurate minutes of any hearings and draft outcomes for the Chair of the hearing in a timely manner for review
- Ensure that all hearing paperwork and minutes are subsequently filed on CET networks in a timely fashion.

GOVERNANCE

- Ensure school websites are updated with key statutory information regarding the Local Governing Body, including membership, attendance, term of office and pecuniary interest
- To ensure the DfE GIAS website has accurate and up to date information
- To filter and respond to relevant LGB related correspondence and reply in a timely manner.
- To liaise with the Governance and Compliance Manager on any changes to membership or any matters of concern.
- Provide administrative support to the Governing body as appropriate under the broad scope of the role
- To be proactive in keeping up to date with relevant information and guidance relevant to the role and to participate in Clerks meetings under the guidance of the Governance and Compliance Manager

This job description is not necessarily a comprehensive definition of the post, and the post holder will be required to undertake other duties appropriate to the grade and character of the work as directed.

The Local Governing Body is a committee of Creative Education Trust and within our Trust is known as the Academy Council. Where our schools need specific support we have a Rapid Improvement Board

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	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Qualified to A level or equivalent 	<ul style="list-style-type: none"> Clerks Accreditation programme or willingness to complete
EXPERIENCE	<ul style="list-style-type: none"> Demonstrable experience of working as an administrator. Experience of taking accurate and succinct minutes of meetings. 	<ul style="list-style-type: none"> Experience of working in the education sector
KNOWLEDGE AND UNDERSTANDING		<ul style="list-style-type: none"> Knowledge of organisational governance.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> Strong administration skills The ability to write clearly and concisely, to produce and maintain documents and to effectively proof read material for public distribution. Demonstrates resilience, motivation and commitment to improving standards. Excellent interpersonal skills, with the ability to build effective relationships, both internally and externally. Ability to work with senior individuals internally and externally in a confident but discrete manner. Helpful and calm with a positive attitude towards work Adaptable and able to work with minimum supervision and proactivity. Aligned with Creative Education Trust's high aspirations and high expectations of self and others. Strong organisational skills and ability to prioritise effectively. Highly computer literate, with experience of necessary IT systems (including, diary management using Microsoft Outlook, Word, and uploading information on websites). 	<ul style="list-style-type: none"> Knowledge of SharePoint
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, equality and diversity An understanding of up-to-date safeguarding requirements 	
OTHER REQUIREMENTS	<ul style="list-style-type: none"> Full UK driving license Have access to a car for work purposes and be able to travel to other sites Work flexibility and after office hours 	

This job description will be reviewed regularly and may be amended according to changing requirements such as responsibility for additional CET Academies, as agreed between the post holder and the Trust.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.