

**Job Description**

<b>Position:</b>	Policy Support Administrator
<b>Responsible to:</b>	Director of Education (DOE)
<b>Key Relationships:</b>	DOE, Chief Executive Officer (CEO), Chief Financial and Operating Officer (CFOO), Headteachers, Trustees.
<b>Grade:</b>	Grade 9 (FTE salary: SCP 28 £36,648 – SCP 33 £41,418) Pay award pending
<b>Working Pattern</b>	20 hours per week (Flexible working arrangement - hours to be worked across an agreed number of days)  Term Time only (+ 2 weeks during the summer school closure period)  Pro-rata salary (SCP 28 £18,152 – SCP 33 £20,515)
<b>Accountability:</b>	The postholder is accountable to the DOE and will work closely with the Executive Board and staff across the Trust
<b>Location:</b>	Trust Role Based at Wightwick Hall School. The majority of work will be undertaken from home, although there may be occasions to attend Wightwick Hall School for meetings.

<b>Purpose / Overall Objectives</b>	
<b>STATEMENT OF PURPOSE:</b>	
To ensure effective management and administration of all policies across the Trust.	
To act as the central point of contact, both internally and externally, for all issues in relation to policies across the Trust.	
To ensure policy information and support required by the Trust, schools and Local Governing Boards is current and distributed to all members efficiently.	
To liaise with other school staff, leaders, administrative staff and others outside the school, in a highly professional manner and representing the high standards of the organisation.	

## Key Tasks

### MAIN DUTIES AND RESPONSIBILITIES:

#### POLICY ADMINISTRATION

- Managing all aspects of policy administration including liaison with external HR provider and schools.
- Maintaining the schedule of policy reviews.
- Sending out policies due for review and editing/updating following meetings.
- Attending termly Joint Consultative and Negotiation Committee meetings (JCNC) and take minutes at each meeting.
- Attending operational reviews of policies at MAT Leadership meetings – this is usually once per term.

#### GENERAL ADMINISTRATION

- Monitoring of governor, trustee and central team training.
- Updating the Endeavour website with policies and other statutory information.
- Liaising with Governor Professional and Local Governing Boards.
- Providing additional administrative support to the PA of the CEO as required.

#### GENERAL RESPONSIBILITIES (this list is not exhaustive and should reflect the ethos of the Trust)

- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Trust/schools.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise.

#### EQUALITY AND EQUITY

- To ensure that the Trust reflects a vibrant and inclusive ethos which actively values and promotes diversity, unity and community cohesion, and supports pupils to become successful integrated citizens.
- To actively challenge and address discrimination.

#### WORK ENVIRONMENT

- The post holder will need to be flexible and will be directly accountable for meeting objectives and deadlines laid down by the CEO.
- To work on own initiative.

#### WORKING CONDITIONS

Based at Wightwick Hall School with the expectation to work in all schools across the Trust when required.

#### OTHER DUTIES

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not however substantially change the general character of the post.

Health & Safety: The post holder must carry out their duties with full regard to Endeavour Multi Academy Trust's Health & Safety procedures.

The post holder will be subject to performance objectives agreed and reviewed annually.

Person Specification	
Essential Criteria	Measured By
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Highly effective written and verbal communication skills.</li> <li>• Ability to compose letters accurately.</li> <li>• Ability to produce accurate minutes of meetings.</li> <li>• Ability to comply with the requirements of the Data Protection Act.</li> <li>• Minimum of three years' experience working in a relevant professional field (eg legal, HR, education, etc)</li> </ul>	<p>AF / I</p>
<p><b>QUALIFICATIONS/TRAINING</b></p> <ul style="list-style-type: none"> <li>• Successful qualifications, particularly in English and Maths.</li> <li>• Computer literacy – Microsoft Office, Word and Outlook.</li> </ul>	<p>AF / I</p>
<p><b>KNOWLEDGE AND SKILLS</b></p> <ul style="list-style-type: none"> <li>• A good, working knowledge of current computer operating systems and other relevant systems.</li> <li>• Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.</li> <li>• Ability to work constructively as part of a team, understanding school roles and responsibilities and how your own position relates to these.</li> <li>• Ability to organise, lead and motivate other staff.</li> <li>• Ability to plan and develop systems.</li> <li>• Good communication skills.</li> <li>• Ability to relate well to children and adults.</li> <li>• Good organisational, planning and prioritising skills.</li> <li>• Methodical with a good attention to detail.</li> </ul>	<p>AF / I</p>

<p><b>BEHAVIOURAL ATTRIBUTES</b></p> <ul style="list-style-type: none"> <li>• Always maintain confidentiality.</li> <li>• Good inter-personal skills.</li> <li>• The ability to communicate effectively with a variety of stakeholders, to assess and diffuse confrontational situations, as well as make people feel positive and included.</li> <li>• Capacity to remain calm and cope with the unexpected.</li> <li>• Excellent time-keeping record.</li> <li>• Committed and enthusiastic.</li> <li>• Confident, positive and flexible attitude.</li> <li>• Willingness to learn and to deliver excellent customer service.</li> <li>• Love of working in an environment that is centred on children.</li> <li>• Understands the Trust’s development plan and how it relates to team and individual objectives.</li> <li>• Accepts, supports and quickly implements change.</li> <li>• Identifies and promotes best practice and encourages the sharing of ideas.</li> <li>• Proactively seek opportunities to increase job knowledge and understanding.</li> <li>• Requires minimum supervision.</li> <li>• Takes responsibility for own and team actions.</li> <li>• Identifies and overcomes barriers and manage risks.</li> <li>• Takes quick and effective action.</li> <li>• Demonstrates focused implementation of role and responsibilities.</li> </ul>	<p>AF / I</p>
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AF = Application Form                      I= Interview

**Endeavour Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an Enhanced DBS check.**

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder’s professional responsibilities and duties.

Signed: .....

Date: .....

Signed: ..... CEO

Date: .....