



**JOB DESCRIPTION**

<b>Position:</b>	<b>Administrative Assistant to the WTSA</b>
<b>Reports to:</b>	Assistant Director of WTSA
<b>Based at:</b>	Will be based primarily at Chesterton Primary School but may be required to work in any school in the cluster. Some travel to partner schools may be required.
<b>Pay Scale:</b>	Scale 4
<b>Contract:</b>	36 hours per week all year round Some occasional evening or weekend work may be required
<b>Start Date:</b>	As Soon As Possible

**Key Purpose:**  
To provide effective administrative support to the Assistant Director and Directors of the Wandle Teaching School Alliance (WTSA) and its operations. This important role requires a level of self-reliance, creativity, innovation and determination.

**Context**  
The Wandle Teaching School Alliance (WTSA) comprises of The Maths Hub, The English Hub, Early Years Hub and the Wandle Teaching School. The alliance works with a wide range of schools, from different phases, specialisms and institutions who work together in a variety of ways to identify and tackle key issues within schools. We work together to deliver:

- Initial Teacher Training
- Professional Development
- School to School support

The WTSA is managed from within the Wandle Learning Trust (WLT) and has to report financially through the WLT.

**1.0 Administrative Responsibilities:**

To ensure the maintenance of accurate and up-to-date Teaching School information, including distribution lists, the membership of meetings and the website.

To prepare information for publicity and marketing purposes, ensuring accuracy.

As directed by the Head of the Teaching School; to organise, attend and contribute to Teaching School related meetings, helping to prepare and issue agendas and associated documents, take minutes etc.

To provide an administrative service to the Primary and Secondary Leads and other WTSA staff, as required. This may include filing, typing, preparing packs for meetings and courses etc.

To maintain and develop strong communication with new and existing stakeholders, including the DfE, the TRA and the Teaching School's Council

To work with the WTSA admin team to provide an administrative support across all work streams, taking a lead role on some programmes:

#### The Wandle English Hub

- the admin support for the English Hub
- regular communication with Partner Schools throughout the year
- market, track and monitor English Hub engagement across SW London

#### Continuous Professional Development (CPD) programmes delivered by the WTSA

- marketing the Teaching School's professional development programmes.
- ensuring course flyers are kept up-to-date, including course information contained on the website.
- managing the booking and communication process of CPD courses for delegates and facilitators.
- welcoming delegates into the facilitating school for courses, ensuring they are appropriately signed in.
- organise refreshments (tea, coffee, biscuits) for CPD courses, including the ordering of lunches.
- ensuring the Training Room is appropriately maintained and tidy.
- assisting in the planning and organisational arrangements for the WTSA Primary and Secondary Joint Professional Days, being a prominent presence on the day to deal with queries etc

#### School Direct

- To keep the current School Direct cohort informed of WTSA processes/workshops/meetings.
- To promote and market the WTSA School Direct offer by, for example, maintaining marketing materials, attending local and national recruitment events and responding to queries.
- To support the recruitment, interview and assessment process for the next School Direct cohort

#### NQT's

- To help promote and recruit delegates for the WTSA's NQT programmes by maintaining marketing materials, managing the booking and ongoing communication processes and responding to queries.
- To assist the Teaching School Manager with the administration of the NQT Appropriate Body work.

#### School Improvement:

- To forward requests for School-to-School support to the Head of the teaching school.
- To support the administration for the recruitment and deployment of NLEs, LLEs, SLEs and NLGs.
- To support the Project Lead of bids by taking minutes at meetings and assisting in marketing and recruiting for the projects.
- To help liaise with schools, Teaching Schools and organisations for possible joint projects.

### **2.0 General Responsibilities:**

- To respect the sensitive nature of some of the Teaching School's activities and maintain confidentiality.
- To set own targets and prioritise work effectively
- To take responsibility for own continuous professional development.

- To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for the WTSA
- To ensure compliance with Data Protection legislation
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation.
- To ensure that line managers or senior management are made aware of and kept fully informed of any concerns in relation to safeguarding and/or child protection;
- To be aware of the principles of safeguarding as they apply to vulnerable adults;
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required;
- To be aware of and support difference and ensure equal opportunities for all;
- To ensure that WLT finance and HR policies are followed at all times,
- If requested by the Director of Finance and Operations, to undertake work of a similar nature elsewhere within the WLT trust on a short term basis, if appropriate.

### Person Specification

	Essential/Desirable
<b>Qualifications/Experience</b>	
Experience of supporting governance functions in either public, private or third sector organisations	E
Administrative, business or school management qualification	D
Experience of working in education or school settings	D
Experience of providing effective administrative and operational support in a busy organisation	E
<b>Abilities, Skills and Knowledge</b>	
Experience of working with the general public	D
Experience of using computerised administrative systems and databases	D
Entrepreneurial experience	D
High level or written English and ability to take accurate notes and create high quality minutes.	E
Strong communication skills with a range of audiences and stakeholders	E
Ability to work to tight timescales in a calm and professional manner and prioritise work in order to meet deadlines	E
Ability to use Office 365 – Word, Excel, PowerPoint, Outlook and Sharepoint	E
Ability to maintain websites using CMS software and social media to provide effective communication to internal and external stakeholders	D
Strong interpersonal skills reflecting an awareness of self and others and ability to maintain positive and professional working relationships	E
Willingness and ability to work flexibly at peak times	D
Must be well organised and able to take personal responsibility for work tasks in line with organisational requirements and deadlines	E

Able to work within Trust policies – e.g. Safeguarding , Equality and Diversity and Health and Safety	E
The ability to keep a good sense of humour and resilience under pressure	E
Ability to show honesty, sensitivity and objectivity in dealing with confidential issues	E

*Although some specific responsibilities may be fixed as part of an individual's job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

*Updated: September 2020 by Assistant Director of Wandle Teaching School*

Date of issue: \_\_\_\_\_

Signature of Post holder: \_\_\_\_\_

Signature of Assistant Director: \_\_\_\_\_