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**ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS**

***Required as soon as possible***

**Teaching School Administrator**

Salary Scale 3 NJC points 14-17 (£16,781-£17,772)

Part time term (18.125 hours), time only (plus 5 extra days)

Actual starting salary £7,609pa

**Local government pension scheme**

Altrincham Grammar School for Girls, part of the Bright Futures Educational Trust, is a highly successful single sex 11 -18 academy in the South Trafford area.

The Bright Futures Educational Trust (BFET) is a partnership of schools based in the North West. The Trust’s core aim is to offer a quality education that guarantees choices for every one of our pupils. There are currently eight schools within the Trust. Our values of hard work, passion and integrity are at the heart of everything we do.

BFET is committed to providing all staff with the training and support they need to be the best in their profession. Benefits include: working cross-phase, knowledge exchange between our schools, the opportunity to work with some of the most inspiring colleagues in their profession.

Altrincham Grammar School for Girls was proud to be designated as one of the first one hundred Teaching Schools nationally. Since July 2011 the Teaching School has furthered its work in research and development, school to school support, initial teacher training and professional development. The Teaching School works with a diverse range of partners: primary, secondary and special schools, sixth form colleges, the universities. We also have partnerships with other organisations to enhance our offer, in order to improve outcomes for young people across a large geographical area in the North West of England.

Following a period of growth we are looking to recruit a Teaching School General Administrator, whose role will be to provide flexible support across our team. This will include administrative support, assisting other team members in a variety of ways, overseeing the effective running of the CPD programme and leading on a number of marketing campaigns.

The nature of the support required will vary from day to day, however, key responsibilities will typically include general administrative support for the team, communicating effectively with delegates, ensuring that records are well maintained and preparing documents/resources. To support the customer journey from enquiry to post-course evaluation by supporting customers at each stage actively managing the recruitment through multi-media channels.

**Main Duties and Responsibilities**

While not exhaustive, the following list of responsibilities gives an overview of this exciting role:

**Administrative support**

* General administration duties as requested by the Teaching School team e.g. scheduling of meetings and making any necessary arrangements such as room bookings, refreshments and any travel arrangements, photocopying, printing, handling outgoing and incoming post, general typing, establishing electronic and paper filing systems.
* Providing PA/diary management support where required– this will include booking meetings and coordinating availability internally.
* Maintaining the Teaching School diary.
* Preparing papers and coordinate arrangements for Teaching School meetings and provide all administrative and organizational support.
* Maintaining administrative oversight of all Teaching School activities.
* Preparing and proof reading communication such as emails and newsletter/report content
* Producing all correspondence as required - letters, emails, mail merges, and reports, presentations in a timely and professional manner.
* Compiling and formatting documents to a high standard.
* Organising and attending meetings and when required produce agendas/take and type up minutes of meetings.
* Ensuring that the office runs efficiently, including managing office stocks, ordering resources, booking travel and accommodation.
* Providing cover for reception at Altrincham Grammar School for Girls as required.
* Providing executive support to Director of Teaching School & Partnerships.
* Undertaking all word processing/powerpoint and administrative duties associated with the role.
* Preparing papers and coordinating arrangements for Teaching School meetings (in particular Strategic Partners and T&L network) and providing all administrative and organisational support.

**Supporting CPD and SLEs**

* Dealing with incoming sales enquiries via email, phone and responding promptly.
* Ensuring enquiries are signposted to appropriate courses.
* Collating data capture and inputting onto database.
* Administering courses effectively including: Communicating relevant information to delegates, setting up course materials, name plates, setting up of room, refreshments, catering and signing in sheets.
* Meeting and briefing delegates on arrival.
* Liaising with trainers to ensure the smooth running of all courses.
* Undertaking course evaluations and feeding back to the Teaching School Manager.
* Liaising with the finance team, maintaining an overview of finances and supporting debt recovery
* Undertaking regular customer satisfaction surveys.
* Scanning, saving and maintaining documents and photographs onto electronic filing system.
* Delivering a smooth and effective client experience.
* Building successful and professional relationships with schools, delegates and key partners.
* Contributing to the operational side of our SLEs ensuring clear lines of communication.
* Communicating relevant information to delegates/facilitators to ensure high levels of customer satisfaction.

**Marketing**

* Managing collateral, including liaising with print suppliers to request quotes for re-prints.
* Managing stationery (comps slips, cards, stickers etc.)
* Writing engaging copy for marketing communications including newsletters, press releases, and blogs.
* Gathering relevant information to form the basis of a press release/news alerts to generate press around significant events for the TS.
* Gathering relevant information to form the basis of the Collaboration Works newsletter for further copywriting.
* Creating engaging, powerful social media posts for our twitter account.
* Assisting with the organisation and administration of events.
* Ensuring the database remains up-to-date at all times.
* Preparing of materials for course delivery and teaching school events.
* Producing flyers to promote CPD courses.
* Contributing to the updating of the website.

**Probationary period**

The appointment is subject to a six- month probationary period. At the end of this period, provided service has been satisfactory, the appointment will be confirmed. If service is not satisfactory employment may be terminated within the probationary period. BFET requires six weeks written notice to resign from the post.

**Personal Specification**

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|  | **Essential** | **Desirable** |
| ***Relevant Experience*** | * Previous administrative experience, experience of coordinating events and multi-tasking. * Ideally a minimum of 1 year’s experience in a similar role/function within a professional organization. * Providing high quality administration support within a professional organization. * A willingness and ability to provide assistance across a range of departments. * Proven experience or ability in diary and email. Management. * A working knowledge of health and safety practices. within an office environment. * Reception experience would be an advantage, including managing a switchboard and meeting & greeting visitors. * Strong interpersonal skills and relationship management. | Experience of working in a school environment. |
| ***Knowledge, skills, abilities*** | * GCSE English and Mathematics up to GCSE level grade C or above. * Excellent telephone manner and oral skills. * Working knowledge of Microsoft Office, including Word, Excel and PowerPoint. * Ability to preserve confidentiality and discretion. * Ability to work under pressure and multi-task pressure and stay calm at all times. * Ability to prioritise. * Ability to be self-motivating. * Ability to work efficiently at speed. * Excellent IT skills. * Excellent written and verbal communication skills are essential. |  |
| ***Safeguarding*** | Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people. |  |
| ***Personal qualities/others*** | * A commitment to the vision and values of the Teaching School. * A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour. * Smart, professional appearance. * Flexibility and adaptability. * Initiative and self-confidence and the ability to deal with difficult situations. * A total commitment to issues of confidentiality. * To be prepared to work flexibly outside school hours. * Initiative and confidence when dealing with difficult situations. * Organisation. A total commitment to issues of confidentiality. * Tact and discretion. * Commitment to further training and development. * A total commitment. * Positive outlook. * Friendly manner. * Supportive nature. * Team player. * DBS clearance. |  |

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

* Qualification Certificate (if applicable)
* National Insurance Card (or letter from HMRC)
* Photo ID to provide evidence of the right to work in the UK (passport and driving licence)
* Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

**ADDITIONAL INFORMATION**

**Applications:** Please return your application to Mrs C Williams at the school by midday on Wednesday 2nd May 2018. Interviews are to be held on 9th May 2018. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

Further information about the Teaching School, Maths Hub and AGGS are available on the Alliance for Learning Website. BFET is committed to safeguarding and promoting the welfare of children and young people and it is expected that all applicants will share this commitment. DBS checks will be carried out on all successful candidates.

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