

Position:	English Hub Administrator
Department:	English Hub
Pay Range:	Scale 4
Responsible to:	English Hub Manager & English Hub Strategic Lead

Prime Objectives of the Post

To assist the English Hub Lead with all aspects of the development and effective operation of the English Hub functions.

To provide exceptional administrative support to the English Hub Lead and play a lead role in communicating with our partner schools, organising events and social media campaigns.

Main Duties and Responsibilities

- To manage the email account
- To manage the Twitter account
- To chase and record self-referrals (fast track)
- To arrange room bookings and transport for events
- To set up events - furniture, photocopy packs, resources, registers and refreshments
- To chase up action plans after attendance at showcases and record when received
- To distribute letters following action plan reviews by the English Hub Lead and provide feedback to the schools (audits)
- To initiate payment for attendance at showcases once action plans have been received including obtaining BACS information from schools and then pass on to finance officer
- To book audits with schools and update the English Hub diary
- To book conferences and arrangements for events
- To co-ordinate travel and accommodation for Hub staff on away days
- To record information on spreadsheets to feed into DFE reporting – annex J and data feedback sheets plus any other documents that come through
- Clerk to the English Hub Board
- Marketing and branding for the hub Website
- And any other duties as directed by the Hub Lead or Hub Strategic Lead

Statutory Requirements

- It is aligned to the Local Government Terms and Conditions, set out in the statutory guidance.

Membership of the Trust

- To be a positive ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To ensure all trust systems, processes and procedures are adhered to as requested.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

General

- To uphold the Nolan Principals of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To develop effective working relationships within our Trust schools, external partners, and other agencies to promote continuity of learning.
- To fully participate in CPD and appraisal activities.
- The post holder is responsible, alongside the Strategic designation boards, core staff and key stakeholders, for implementing the vision for the Trust, which inspires and motivates the Trust partners and community.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

Name:

Signed: Date: