



Job Description

Post Title: Trust Admin and Graphic Design Officer

Pay Scale: Grade 5

Responsible to: To be confirmed

Main Purpose of the Post:

- To provide professional confidential administration support to the Trust team and manage the Trust Office/Reception
- To design marketing materials to ensure a corporate image across the Trust

Principal Accountabilities:

- Provide professional, confidential administration support and undertake Trust administration tasks as directed by Line Manager
- Design a range of bespoke Trust specific marketing materials in accordance with the Constellation Trust style and corporate identity
- Produce documents and information in accordance with the Trust style and corporate identity when required
- Manage and undertake routine duties of the Trust office/Reception
- Assist Line Manager and Trust staff with confidential Trust information and administration tasks when required
- Deal courteously and confidentially with staff, visitors, telephone callers, emails and all work associated with the Trust
- Manage all incoming calls and transfer callers and forward on any messages
- Arrange meetings, provide necessary resources and hospitality for the Trust, when required
- Maintain and update manual and electronic filing systems, to ensure that information and records are easily retrievable
- Maintain and monitor Trust supplies
- Maintain display boards in the Academy and across the Trust when required
- Undertake other administrative tasks to support the Academy upon request

General

- The above responsibilities are not exhaustive and are intended to describe the general nature of the role. Subsequently, the responsibilities may change or vary over time depending on the needs of the Multi Academy Trust; however, this will not change the character of the job or level of responsibility.
- The above responsibilities may involve having access to information of a confidential nature, which may be covered by the Data Protection Act (1998). Consequently, confidentiality must be maintained at all times.

- The post holder must promote the Academy's Equal Opportunity Employment Policy.
- The post holder must be aware of, and comply with, policies and procedures relating to safeguarding and child protection, reporting all concerns to an appropriate person.
- The Health and Safety Work Act (1974) and other associated legislation places responsibilities for Health and Safety on all employees. Therefore, it is the post holder's responsibility to take reasonable care for the Health, Safety and Welfare of him or herself. Specific details are outlined in the Trust's Health and Safety Policy.
- Where the post holder is disabled, every effort will be made to supply all the necessary employment aids, equipment or adaptations to enable him or her to perform the full duties of the jobs. If, however, a certain task proves to be unachievable, re-evaluation of the task will be given full consideration.

Knowledge, Skill and Experience:

- NVQ Level 3 Diploma in Business Administration.
- Excellent and effective organisation and prioritisation skills.
- Excellent customer service skills.
- Able to work as part of a team and use own initiative.
- Excellent interpersonal and communication skills.
- Excellent administration skills and previous experience working in an office environment.
- Comprehensive IT and creative skills with experience in the use of Microsoft Office packages e.g. Adobe Creative Suite: InDesign, Photoshop and Illustrator
- Able to work in a challenging environment and meet deadlines.
- Experience of maintaining accurate stock records and have an awareness of budget restraints

Creativity and Innovation:

- Create Trust specific marketing materials on behalf of the Constellation Trust
- Develop and implement systems, office practices and procedures to ensure efficiency to the Trust office
- Work to Trust policies and procedures

Decision-Making:

Discretion:

- Be the first point of contact for visitors to the Trust office, prioritise issues and determine which issues need urgent action.
- Manage own workload to ensure the effective administration of the Trust office, seeking advice/guidance from Line Manger, when required

Consequences:

- Positive impact on the quality of education offered to students by effectively supporting the Trust team

Contacts and Relations:

- Contact on a daily basis with Trust Team and Line Manager for the exchange of information.
- Contact on a daily basis with students and parents to offer support and guidance.
- Contact with Line Manager and Trust Team to raise issues and report information.
- Work effectively using own initiative as well as part of a team.

Responsibility for Resources:

- Responsible for Trust Office/Reception and supplies

Working Environment:

Work Demands:

- Work is subject to interruption and internally fixed deadlines to ensure Trust policies and regulations are adhered to.

Physical Demands:

- Work will require normal physical effort, with occasions of transporting equipment/resources for servicing meetings, etc.

Working Conditions:

- Work will be undertaken in a school and/or Trust office environment.

Work Context:

- Work is undertaken in a school and/or Trust office environment and may be subject to challenge from parents, students, staff and visitors.

Position in Academy:

- Indicate how many staff for whom the post holder is directly responsible: 0.

Note:

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post. Moreover, the post holder may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility. This job description is provided for guidance only and does not form part of the contract of employment.

The post holder is required to hold an enhanced level Disclosure and Barring Service check.

Date of Job Description

Date copy sent to post holder

Staff signature

Line Manager signature