

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 role (18.125 hours), term-time only plus 5 extra days (pro-rata salary £7,609)

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. 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 community, 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 and 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. The Alliance for Learning Teaching School is a dynamic, high-quality organisation providing training, school-to-school support and offering a range of school-based routes into teaching in the early years, primary and secondary sectors through our SCITT (school centred initial teacher training).

The Alliance for Learning Teaching School are seeking an experienced, highly skilled administrator who is committed to our teaching school values and who will provide outstanding administrative support. The post holder will support the administration and coordination of the CPD programme and lead 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; supporting 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, ordering refreshments and making 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 coordinating arrangements for Teaching School meetings; providing all administrative and organisational support.
- Attending meetings and when required taking minutes.
- Maintaining administrative oversight of all Teaching School activities.

- Preparing and proof reading communications such as emails and newsletter/report content.
- Producing all correspondence as required - letters, emails, mail merges - in a timely and professional manner.
- Compiling and formatting documents, including presentations and reports, to a high standard.
- 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 administrative support to the Director of Teaching School & Partnerships
- Undertaking all other administrative duties associated with the role.

Supporting CPD and SLEs

- Dealing with incoming sales enquiries and responding promptly.
- Ensuring customers are signposted to appropriate courses.
- Collecting data and maintaining the Teaching School databases.
- Administering courses effectively including communicating relevant information to delegates, setting up course materials and name plates/badges, setting up the room, ordering refreshments, and providing sign-in sheets.
- Liaising closely with reception, 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 an 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 SLE work, ensuring clear lines of communication.
- Communicating relevant information to delegates/facilitators to ensure high levels of customer satisfaction.

Marketing

- Producing marketing materials, including liaising with print suppliers to request quotes for re-prints.
- Managing stationery (compliment 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 Teaching School.
- Gathering relevant information to form the basis of the Teaching School 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.

Training and Development

As a Teaching School, we are committed to the professional development of all staff. The Teaching School Administrator will participate in the school's appraisal arrangements and an experienced reviewer (line manager) will be appointed to assist in the Teaching School Administrators' development.

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

	Essential	Desirable
<i>Relevant Experience</i>	<ul style="list-style-type: none"> • Experience of providing high quality administration support within a professional organisation • Experience of coordinating events. • Experience of diary and email management • Strong interpersonal skills and relationship management • Customer service experience 	Experience of working in a school environment. Reception experience, including managing a switchboard.
<i>Knowledge, skills, abilities</i>	<ul style="list-style-type: none"> • GCSE English and mathematics up to GCSE level grade C or above. • Excellent written and verbal communication skills. • Excellent telephone manner and oral skills. • Excellent IT skills, including working knowledge of Microsoft Office, including Word, Excel and PowerPoint. • A willingness and ability to provide assistance across a range of departments. • Ability to maintain confidentiality and discretion. • Ability to work under pressure and multi-task pressure and stay calm at all times. • A working knowledge of health and safety practices within an office environment. • Excellent organisational skills. • Ability to prioritise. • Ability to be self-motivating. • Ability to work efficiently at speed. 	
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
<i>Personal qualities/others</i>	<ul style="list-style-type: none"> • 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. • Being prepared to work flexibly outside school hours on occasion. • Commitment to further training and development. • Friendly manner. • Supportive nature. • Team player. 	

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| | <ul style="list-style-type: none">• DBS clearance. | |
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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 Monday 29 October 2018. Interviews are to be held in the week commencing 5 November. 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. This post is exempt from the Rehabilitation of Offenders Act 1974.