



GALILEO

MULTI ACADEMY TRUST

Trust Administrator

Job Description

Post title: Trust Administrator

Grade: NJC Grade F (£32,076 - £33,945) Pro rata

Hours: 37 Hours per Week, Term Time only plus 10 days

Location: The Post reports to the Chief Financial & Operating Officer but is predominantly based at any two Schools within the Multi Academy Trust.

Responsible to: Chief Financial & Operating Officer

Job Purpose

- To act as the link between the Trust's Central Team and School Leaders across multiple school sites.
- To provide operational support across non-teaching and learning areas of responsibility.
- To line manage other school-based administration and support staff.
- To lead by example in creating a culture of professional excellence and achievement in all aspects of work, and always demonstrate commitment to upholding and developing the Galileo MAT ethos and aims of the Trust.

Duties and responsibilities

Finance, Procurement & Contract Management

- To implement the financial management strategy of the Trust on an operational basis including adherence to all Trust financial policies and procedures.
- To ensure all actions required to support the Trust's monthly and year-end financial management timetable are completed within stipulated deadlines.
- To raise purchase orders and sales invoices on the Trust's financial management system for approval by the relevant Headteacher or CFOO.
- Reconcile all school purchasing cards on a monthly basis within the agreed deadline.
- To maintain school-based contract register and identify and undertake non-Trust led procurement activity to achieve value for money with support and guidance from the Trust's CFOO.
- To oversee the maintenance of school-based inventories in line with the Trust's financial regulations and to undertake an annual inventory check of all items in each respective school site.

- To support and advise the relevant Headteacher and CFOO on specific school issues, in their development of both the annual and 3-year budget plans for approval by the Trust.
- Meet with the Trust Management Accountant to develop an understanding of the monthly management accounts for each respective school.
- To liaise with the Central Finance Team during both internal and external audit visits, ensuring provision of required information in a timely manner and to oversee the implementation, with agreed timescales, of actions arising.
- To review monthly payroll checking reports in accordance with agreed timescales, agree any required changes, and to ensure relevant approvals are obtained from the respective Headteacher.

Estates & Health & Safety Management

- In liaison with the Headteacher and School Caretaker be responsible for overseeing the maintenance and upkeep of each respective school estate, ensuring an attractive and vibrant environment for learning.
- To work under guidance from the Trust's CFOO to ensure a robust assurance framework is in place to manage all statutory compliance requirements at each school, and to act as the lead point of contact for any contractors / internal staff with responsibility for premises / compliance management.
- To ensure all Trust requirements and approvals are met when planning estate capital works.
- To act as the main point of contact for external Health & Safety inspections of each school and to oversee with support from the Trust's Central Team where required the timely implementation of all agreed actions.
- To ensure all risk assessments for estates, educational visits and other areas are robust and in place.
- To act as a school-based champion for all energy efficiency measures and initiatives.

Human Resources

- To maintain on a continuous basis each school's Single Central Record, to undertake safer recruitment training as required and to be responsible for the employment clearances and checks for any new staff, in liaison with the CFOO.
- To liaise with the Trust's CFOO and Central Team in respect of the advertisement, recruiting and appointment of all school-based staff and in line with the Trust's establishment control procedure and Safer Recruitment policy.
- To maintain up to date and complete personnel files at each school.
- In line with Trust procedures ensure timely recording of all staff absence.
- To ensure the accurate completion and timely submission of all statutory school census and workforce returns.

- To manage all other administration and agreed support staff at each school, providing leadership and professional development as required, to ensure high performing teams with a clear focus on contributing to the overall effectiveness of each school.

Governance & Risk Management

- To maintain on a continuous basis and in line with the Trust's Risk Management Strategy an operational risk register to be reported at every Local School Board meeting ensuring any risks requiring escalation to the Trust's Strategic Risk Register are reported to the Trust via the Governance Clerk.
- Ensuring all school level publication requirements for each school's website are adhered to with advice and support from the Trust's CFOO and Central Team.
- Ensuring the continuous maintenance of an up-to-date register of business and pecuniary interests for all senior staff and governors is held, and any changes are highlighted to the Trust's Central Team.
- Ensuring the Trust is informed of any changes to membership at each school's LSB asap to allow the Trust to update the DfE within the required 14-day timescale.
- To attend and present any items as required, in support of school leaders, at each school's LSB meetings.

Marketing & Communications

- To develop and maintain excellent working relationships with all key internal and external stakeholders including, but not limited to staff, parents, governors, and external agencies.
- To act as the lead point of contact with the Trust's Central Team and key stakeholders for marketing initiatives and the organisation and promotion of both school and Trust wide events.
- To oversee communication and related systems with parents ensuring they are effective, and that communication is undertaken in a timely manner.

Whole School & General Administration

- To act as a champion for the effective implementation on an operational basis of all agreed Trust wide and school-based policies and procedures.
- To support in the administration of pre-school admissions
- To identify and/or report any ICT refreshment requirements to the Trust's CFOO for consideration and to report any operational ICT support requirements to the Trust's external ICT Support Team for action.
- To manage each school's lettings and charging requirements efficiently and in line with the Trust's Charging & Remissions Policy.

- To ensure all requirements to comply with GDPR are built into all school-based systems and procedures on an ongoing and continuous basis.

Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of children for whom you have responsibility or encounter, to include adhering to all specified procedures.
- To carry out your duties with full regard to the Galileo MAT Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters to protect both yourself and others.
- To oversee administration of medicine and Pupil Health Care Plans within schools.

These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/CFOO may determine.

Person Specification

Attribute	Essential	Desirable	Stage
Education/Qualifications	<ul style="list-style-type: none"> • Educated to level 3 or above • Safeguarding training • Safer Recruitment Training 	<ul style="list-style-type: none"> • Recognised Accountancy or business qualification. • Degree • Health and safety qualification 	A/I
Experience	<ul style="list-style-type: none"> • Extensive experience of working in a business management environment with specific knowledge of finance, contract management, estates management and HR related issues • Experience of both leading and working collaboratively as part of a team • Experience of interpreting legislation and regulations in order to develop robust policies and procedures. • Experience of working under own initiative with minimal supervision over a broad range of responsibilities • Experience of delivering accurate and detailed reports for a wide range of audiences including Governors and senior leaders • Well-developed financial management and commercial skills. 	<ul style="list-style-type: none"> • Experience working in a finance role 	A/I/R
Skills/Knowledge	<ul style="list-style-type: none"> • Proven ability to use Microsoft packages and MIS systems. • Ability to interrogate databases to produce management information. • Ability to exploit the potential of ICT packages in delivering efficiencies. • Developed persuasive, motivational, negotiating and influencing skills. 	<ul style="list-style-type: none"> • Experience of updating websites. 	A/I/R

	<ul style="list-style-type: none"> • Excellent numeracy and literacy skills • Proven ability to display attention to detail and to work creatively and innovatively. 		
Personal Attributes	<ul style="list-style-type: none"> • Ability to relate to children and adults and specifically those from vulnerable backgrounds with significant emotional, social and/or learning / behavioural difficulties. • Ability to respond to sensitive issues with tact, diplomacy, and professionalism. • Ability to build and sustain effective working relationships. • A high degree of personal motivation and a positive “can do” attitude. 		I/R
Special Requirements	<ul style="list-style-type: none"> • A commitment to the Galileo MAT Vision and Values. • Ability to travel regularly between sites within the Multi Academy Trust and attend evening meetings as required. • A knowledge of safeguarding and child protection requirements. 		I