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**Welcome to TSFA**

**Job Description and Person Specification:**

**Aspirations Co-ordinator**

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| Trinity Sixth Form AcademyJob Description |  |

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| Job Title: | Aspirations Co-ordinator |  |
| Job Scale: | Scale 3  37 hours per week (Term time plus 10 days) |  |

**BASIC JOB PURPOSE**

* To develop effective administration systems to support the delivery of Aspirations across the academy.
* To develop effective administration systems to support the delivery of Trinity Scholars across the Multi Academy Trust.
* To work as part of a team, providing a range of administrative support for internal and external customers.
* To develop industry links for support with the Aspirations programme.
* To support with the marketing of the Trinity Scholars Programme as appropriate.
* To act as first point of contact for Aspirations administrative matters.
* To produce documents, update databases and provide reports, as requested, to a high standard and on time.
* Providing front of house/first point of contact services to visitors, parents, Governors, students and staff.

Reporting to: Senior Leader – Aspirations

Responsible for: Aspirations Admin

**Main Responsibilities**

1. To deliver a high quality, effective, professional administration support service to all stakeholders (e.g. students, visitors, staff and Governors).
2. To deal with enquiries, both internal and external, regarding the Trinity Scholars programme.
3. To prioritise work to meet conflicting deadlines.
4. To undertake administrative duties including; preparing correspondence; managing meeting rooms, dealing with hospitality and arrangements for attending conferences, raise orders and monitoring stock supplies, tracking spending of Trinity Scholars, organising photographers.
5. Acting as first point of contact for Aspirations Senior Leader and producing reports and other data to inform SLG and Governors, as requested.
6. To provide information, advice and guidance (both internally and externally), answer routine queries from internal and external enquirers, in line with academy/school policies and procedures.
7. To be responsible for the filing and archive systems of Aspirations documentation.
8. To support the production and maintenance of the Aspirations calendar and bulletins, and to coordinate with relevant staff on school mailings.
9. To support with any marketing of the academy through resource production (as appropriate), updating social media, and liaising with TMAT and external marketing companies as required.
10. To provide general administration skills, when required, including administration support for Trinity Scholars events or functions, and to support senior meetings as notetaker.

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| Other Specific Duties: |
| * All staff are expected to embody our ethos, demonstrating consistently high standards of personal and professional conduct and maintain high standards of ethics and behaviour, within and outside school. * Treat all students with dignity, observe proper boundaries and understand that every adult in the academy/school has a responsibility to safeguard children and young people. * To continue personal professional development as required. * Attend staff and other meetings and participate in staff training and development events as required. * To actively engage in the performance review process. * All support staff may be used to perform appropriate duties as and when required by the Principal, commensurate with the salary grade of that post if it is higher than the employee’s current salary. * To work in the best interests of the academy/school, students, parents and staff. * To adhere to the academy’s/school’s policies and procedures with particular reference to Child Protection, Equal Opportunities, Teaching and Learning and Health and Safety. * To work flexibly, including some evening work, and to travel, as required, to meet the needs of the role.   Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.  This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |
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| **PERSON SPECIFICATION** | | |
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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications & Experience** | * 5 or more GCSE’s at grade C or above, including English and Maths (or equivalent) * a track record of recent, relevant professional development * evidence of experience in a similar office or administration role * experience of working to deadlines and providing administration systems * experience of note taking and arranging meetings * experience of using databases, word processing and a range of other IT packages | * working with young people * knowledge of working in a school environment (understanding of safeguarding and Child Protection issues) * experience of working with school MIS systems (Bromcom preferable) |
| **Knowledge & Understanding** | * innovative approaches to developing administration systems and procedures * understanding of filing, storage and archive systems and procedures * effective review and evaluation procedures * understanding of service level agreements and customer service * understanding of basic marketing strategies and social media | * understanding of Safeguarding and Child Protection issues * the use of admin in an educational context * basic awareness of national policies around education and their implications |
| **Skills & abilities** | * well-developed time management, planning and organisational skills * ability to communicate and negotiate effectively to a range of audiences (internal and external) through highly developed inter-personal, written, oral and presentation skills * ability to prioritise work and to manage work to meet tight deadlines * sound judgment and ability to make decisions based on understanding of relevant information * able to prioritise work and to manage work to meet tight deadlines * adaptability to changing circumstances/ideas | * accuracy in preparing information in various formats as directed |
| **Personal Qualities** | * an unconditional positive regard for young people * commitment to the TSFA Professional Standards and Civic Virtues * reliability and integrity * adaptability to changing circumstances / new ideas * an excellent attendance / punctuality record * resilience and perspective * adaptability to changing circumstances/new ideas | * vision, imagination and creativity * a commitment to professional development |