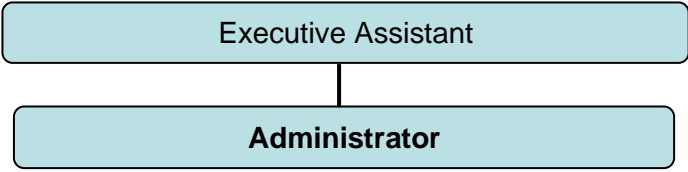




**Maiden Erlegh Trust**

<b>Job Description</b>			
<b>Role</b>	Administrator	<b>Reports to</b>	Executive Assistant
<b>Grade</b>	MET Grade 5 (£22,183 - £24,491) 26 days annual leave Local Government Pension Scheme	<b>Hours of work</b>	37 hours per week, full time.
<b>Purpose</b>	The postholder will provide a range of administrative and organisational services to the Trust Leadership under the management and guidance of the Executive Assistant.		
<b>Scope</b>	<b>Main contacts:</b> Chief Executive Officer Chief Financial and Operations Officer Director of Curriculum and Continuous Improvement Director of Inclusion and Safeguarding	<b>Staff responsibilities:</b> None  <b>Financial accountability:</b> None	
<b>Accountabilities</b>	<p>The postholder will ideally be an experienced administrator and will likely have experience of working within the education sector. They will undertake a range of administrative and organisational duties to support the work of the Maiden Erlegh Trust leadership team. The role will work under the direction of the Executive Assistant but will also support the work of the Head of Marketing and Communications on occasion.</p> <p>The primary accountabilities of the role are as follows:</p> <ul style="list-style-type: none"> <li>• To support the Maiden Erlegh Trust leadership team in the preparation and dissemination of a wide range of written documentation and communications</li> <li>• To proof-read all documentation prior to publication</li> <li>• To ensure all written documentation, examples include letters, reports, presentations etc are formatted correctly in line with Maiden Erlegh Trust branding guidelines</li> <li>• To ensure that all Maiden Erlegh Trust policies are updated and reviewed, ensuring they are correctly formatted and published in line with statutory requirements</li> <li>• To make regular updates to the Maiden Erlegh Trust website and IntraMET as required</li> <li>• To support with meeting minutes and note-taking as required</li> <li>• To advise on the potential for process improvements, and to lead on embedding those improvements within the team</li> <li>• To act as the lead administrator and super-user for the MIS on behalf of the MET Central team</li> <li>• Support the work of the Executive Assistant in periods of absence</li> <li>• Support the work of the Executive Assistant</li> <li>• Any other tasks that reasonably sit within the purview of this role</li> </ul>		
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• To be educated to at least GCSE level (or equivalent), with passes in English and Maths</li> <li>• An excellent command of the English language, both written and verbal</li> <li>• Exceptional attention to detail</li> <li>• Demonstrable proficiency in all Microsoft Office applications, with knowledge of the full Office 365 functionality advantageous</li> <li>• Demonstrable experience of working in a similar role essential</li> <li>• Demonstrable ability to work to deadlines</li> <li>• Demonstrable ability to prioritise own workload</li> <li>• Demonstrable ability to maintain absolute confidentiality</li> <li>• To be a team player, supporting other functions within Central Services as required from time to time</li> </ul>		

**Organisational  
Chart**



***Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential. All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Post holder