

**THE DUNSTAN CATHOLIC
EDUCATIONAL TRUST**

C/O St Joseph's Catholic
Primary School,
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Bridgwater
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Job Description

Job Title: Executive Business Support Administrator

Salary Range: 13

Hours: 17.5 hours per week, fixed term

Responsible to: Chief Executive Officer (CEO)

Hours: 5 hours per week, fixed term

Responsible to: Headteacher

Job Purpose:

- Represent the Dunstan Catholic Educational Trust (DCET), provide high level administrative support to the CEO and the Finance Team.
- Offer exemplary customer care, be highly personable face-to-face, on the phone and in written communication and act as the access point for the Executive Team.
- Contribute to and support the overall aims and ethos of the Trust.
- Deal with highly confidential and sensitive issues.

Duties

The position of Executive Business Support Administrator will involve the following duties. The following list is not totally comprehensive but will be used as a guide to the nature and role of the post.

Supporting the CEO

1. Provide proactive administrative support for all aspects of the CEO's work, securing solutions through problem solving, maintaining an overview and detailed understanding of the breadth of the CEO's responsibilities.
2. Manage the CEO's diary, ensuring that appropriate action is taken, including full diary and appointment management and itinerary preparation, ensuring effective use of time and preparation of papers and information in advance.
3. Prepare correspondence and reports for the CEO as required, ensuring that all such correspondence is processed accurately.
4. Liaise on behalf of the Chief Executive with outside agencies on ad hoc projects involving marketing, designing and printing Trust related publications.
5. Support with all administrative aspects of the HR function, including contracts, payroll, absence monitoring, references and starters/leavers.

6. Maintain a record of staff details and other HR records.
7. Provide first point of contact between schools, the CEO and other officers, modelling professionalism, raising the DCET profile, strengthening the DCET core service and school relationships.
8. Manage incoming correspondence electronically or otherwise.
9. Maintain an orderly and accurate electronic and where necessary, hard copy filing system.
10. Support the development of high quality policies that allow for the smooth running of the organisation.
11. Ensure that the Trust website and social media feeds are maintained, up-to-date and meet all current compliances as well as monitoring the websites of individual academies to the same standard.
12. Arrange accommodation, venues and catering as required for meetings.

Supporting the Headteacher

1. Ensure that the School website and social media feeds are maintained, up-to-date and meet all current compliance.
2. Ensure compliance in premises management i.e. maintain risk assessments, keep health and safety records up to date including asbestos, inventory etc.
3. Obtain quotes as required in relation to amount for all site/premises projects
4. Liaise with contractors as required for maintenance/projects

The post holder must

- Promote and safeguard the welfare of the children and young people that they are responsible for, or come into contact with;
- Act in compliance with data protection principles in respecting the privacy of personal information held by the Trust;
- Comply with the principles of the Freedom of Information Act 2000 in relation to the management of Trust records and information;
- Carry out their duties with full regard to the Trust's Equal Opportunities Policy, Code of Conduct, Safeguarding and Child Protection Policy and all other Trust Policies;
- Comply with the Trust's Health and Safety rules and regulations and with Health and Safety legislation;

This job description is subject to regular review which can be initiated by either the post holder or the Chief Executive and which in any case will be reviewed annually.

Person Specification for the Post of Business Support Administrator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Appropriate academic qualifications to at least GCSE standard and the ability to demonstrate literacy and numerical competency through proven experience • Competence in IT 	<ul style="list-style-type: none"> • Typing / shorthand / audio typing qualifications • Further or higher qualification in relevant field
Professional Development	<ul style="list-style-type: none"> • Self-motivated and committed to self-development 	
Experience	<ul style="list-style-type: none"> • Experience of providing a comprehensive 	<ul style="list-style-type: none"> • Evidence of independent work

	<p>secretarial / PA service at a senior level</p> <ul style="list-style-type: none"> • Experience of organising meetings and accurate minute taking • Successful experience of working in an office environment or similar • Experience of managing and maintaining accurate records and filing systems • Experience of working effectively within a team • Evidenced experience of board level management organisation and administration 	<ul style="list-style-type: none"> • Experience of working within an educational environment
Knowledge	<ul style="list-style-type: none"> • Proficient in the use of word processing, spreadsheet and database packages and presentational software i.e. PowerPoint, Publisher 	<ul style="list-style-type: none"> • Proficient in the use of school information management systems
Skills and abilities	<ul style="list-style-type: none"> • Excellent written and oral communication skills • High level ICT skills and high level of attention to detail • Excellent interpersonal skills • Calm and adaptable with an ability to work within a flexible and busy environment • Excellent organisational, prioritisation and time management skills • Ability to anticipate and problem solve • High levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information. • Proficient in the use of e-mail and the internet 	
Personal	<ul style="list-style-type: none"> • Commitment to safeguarding and promoting the welfare of children and young people • An enthusiastic and effective team player 	<ul style="list-style-type: none"> • Enthusiasm towards learning and supporting the development of the business.