

## **Job Description: Temporary Trust Administrator (June-October 2025)**

To support the Trust in mobilising two new schools over the Summer, additional temporary admin support is required. This is open to both internal and external candidates who may want some additional work during the holiday season. You may be available for all or some of the project.

### **Main purpose**

The successful candidate will provide support across multiple project areas, examples of which include but are not limited to the following.

- To play a crucial part in ensuring the smooth operation of the Trust by undertaking a wide range of administration tasks including maintaining records, coordinating communications, as well as supporting other activities, which include but are not limited to;
  - Filing and record management
  - Data input – systems
  - Supporting recruitment process and HR file preparation
  - Supporting training record administration
  - Website development and uploads
  - Policy preparation
- To provide administrative support to the Trust leadership team, including managing correspondence, drafting and proofreading documents, and preparing reports.

**The Propeller Academy Trust is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.**

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question). Additionally, shortlisted candidates will be subject to online searches for publicly available information.**

## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p><b>Essential</b></p> <p>Good standard of basic education including Maths and English GCSE or equivalent</p> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Business degree or other relevant degree or professional qualification or qualification via relevant experience</li> <li>• CIPS qualification and membership</li> <li>• Safer recruitment training</li> </ul>
<b>Experience knowledge and skills</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Excellent people skills, able to communicate effectively with a range of audiences</li> <li>• Ability to form sound relationships with staff and the wider school community</li> <li>• Excellent verbal, written and communication skills</li> <li>• Excellent organisational skills and the ability to continuously prioritise your own workload</li> <li>• Ability to work under pressure and to meet deadlines</li> <li>• Ability to produce a range of reports and statistical information</li> <li>• Good IT skills, including MS word and Excel</li> <li>• Ability to work flexibly and use your own initiative to achieve objectives</li> <li>• Ability to seek out, manage and influence opportunities for continuous improvement and change</li> <li>• Up-to-date knowledge and understanding of the current KCSIE Regulations in relation to safeguarding</li> <li>• Familiarity with job boards and computer systems designed specifically for HR</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of working within HR, especially within an education setting</li> <li>• Experience of PSF or SAM software</li> <li>• Experience of managing multiple projects</li> </ul>

<b>Values and Personal Competencies</b>	<b>Essential</b> <ul style="list-style-type: none"><li>• Excellent people skills</li><li>• Energy and enthusiasm</li><li>• Tact and diplomacy</li><li>• Self-motivation, initiative, and the ability to question</li><li>• Excellent organisational skills</li><li>• Sense of humour</li><li>• Team player flexible</li></ul> <b>Desirable</b> <ul style="list-style-type: none"><li>• Strong adaptability to change and development</li><li>• Committed to the values and vision of the Trust</li><li>• Team focused with the ability to work independently and take initiative</li><li>• Committed to equality, diversity, and inclusion</li><li>• Strong morals, ethics, and sound judgement</li><li>• A role model of the Trust's Values</li></ul>
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