



Transforming Lives
EDUCATIONAL TRUST

Administrative Assistant



Transforming Lives Educational Trust

The Transforming Lives Educational Trust (TLET) was established in October 2016 and is a Charitable Trust and Company Limited by Guarantee. TLET grew out of a partnership between a high performing secondary school and primary school in Rugby, Warwickshire. The desire to work together arose from continuing population growth in the local community, our belief that we can shape and influence practice wider than our current schools, and the desire to provide the community with more high quality school places. The Trust currently comprises of a secondary academy, Ashlawn and an infant academy, Henry Hinde, with the addition of an established Teaching School Alliance, a sponsored junior academy, Henry Hinde Juniors and a secondary free school (Houlton School) due to open in Rugby in 2021. Currently we are responsible for approximately 2000 children and young people, 350 employees and £12m of public money.

Our Vision

Learning Today for the World of Tomorrow

The Transforming Lives Educational Trust believe in the transformative power of learning and its singular ability to broaden horizons, deepen perspectives and extend potential. We want our family of academies to provide a springboard for our children, young people and staff so that they become exemplary citizens who strive to stretch their potential and become transformers in a diverse and ever-changing world.

Our Principles

Ensuring the Quality of Teaching and Learning - *we shall do this through:*

- implementation of best practice and proactively raising standards
- collective accountability for pupil/student progress, attainment and enrichment
- currency of occupational competence and professional development
- child centred funding enabled learning NOT funding driven enabled learning

Ensuring an Inspiring Learning Environment - *we shall do this through:*

- establishing a culture based on openness, respect, integrity, and inclusivity
- application of innovative systems of learning and pedagogy
- resourcing according to learning and educational demand
- utilisation of best fit learning environments within and across the Trust

Ensuring Financial Viability - *we shall do this through:*

- driving efficiency through funding leverage and economies of scale
- operating shared central and/or distributed services
- managing through approved and monitored call down budgets
- setting financial KPIs and efficiency metrics

Our Values

To help us fulfil our vision, we have a number of core values that drive all that we do. These serve as our guiding principles and should be nurtured for their own sake. We believe that our values stand the test of time and allow us to stay true to our purpose.

Our values are built around five key beliefs that we believe make us trustworthy by everyone within, or considering joining, the TLET. We believe that trusted relationships should underpin all that we do and achieve, and we place no high importance than that on our values. Put simply, we aim for others to have trust in the Trust.

Tend the team – *listening to, sharing with and learning from others so that we nurture the potential of all (loyalty)*

Reach for excellence – *only comparing ourselves to the best – seeking to match and then surpass it (excellence)*

Utalise innovation – *seeking forefront thinking and creativity, and leading the change (courage)*

Seize success – *holding onto our mission and building on our achievements (tenacity)*

Thank as you go – *recognising the contribution of others to the Trust's successes (kindness)*

TRUST therefore helps us ensure that the organisational behaviours across our family of academies are consistent and of the highest standard. We expect all our academies to abide by these values, especially when making difficult decisions – indeed, no value is more or less important than another, and all need to be upheld in our day-to-day behaviours and actions.

TRUST helps us to do just that – to provide all staff and learners, especially those new to the TLET, guidance on how we do things. It is our moral compass and guides us, helping us to realise success in being the best we can be.

Our Strategic Aims:

Below are listed the core objectives for the Trust. It is the responsibility of all employed and associated with the organisation to work towards the furtherance of these objectives:

- Our children achieve more, and make better progress, by attending a TLET academy than would otherwise be expected.
- Others within and beyond the education sector hold our academies, and the Trust, in the highest regard.
- Our accommodation and premises are safe, well maintained and with facilities that are constantly improving.
- Infrastructure and management systems are effective and cohesive, underpinned by sound financial management.
- Our Trust has at least seven operational academies, with due regard to growing responsibly, sustainably and with a mix of primary and secondary phases.

In addition, we are also proud to have the Ashlawn Teaching School as the professional development centre for schools, academies and trusts in the Midlands. Our purpose is to provide high quality training, support and induction for the teaching profession.

Administrative Assistant

Thank you for your interest in the position of Administrative Assistant.

This pack has been designed to help you should you choose to submit an application to us, which I sincerely hope you do. The pack aims to answer all of your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident to proceed with your application as we aim to make the very best appointment possible.

So, who are we looking for?

This is a new and exciting role within our growing central team.

Over the next five years, the Trust aims to operate a minimum of seven academies within the local area as well as looking to develop an additional hub for academies in a neighbouring county. Our growth plans will include the transfer of primary and secondary schools into our family of academies as well as securing and delivering free schools. We are committed to making sure that our academies and their communities are served extremely well by our central team, who aim to add value to the work of each of our academies. Over the past year, we have grown our central team, which now provides estates, HR, IT, finance and operations leadership and support to each of our academies. We now require an Administrative Assistant to support the work of our Executive Team and other central team leaders.

The Administrative Assistant will report to me and be responsible for completing a broad variety of administrative tasks. You will be responsible for providing administrative support primarily to the Executive Team, consisting of the Chief Finance Officer, the Business Operations & Estates Manager and myself, the Chief Executive Officer. You will also provide some administrative support to our HR and IT team leaders, when required.

This is a hands-on role that will require a dynamic and flexible approach to competing day-to-day priorities that will always be discharged with the highest level of competence and efficiency.

First and foremost, you are an experienced Administrative Assistant or have other relevant administrative support experience. You will possess exceptional organization skills, be thorough with an attention to detail; you will have a warm and welcoming demeanor, presenting yourself with confidence and approachability. You will have a natural ability to problem solve and to pre-empt the needs of others. You thrive in an innovative

working environment, build highly effective relationships and show sensitivity towards the needs of others within an educational environment. The Administrative Assistant will be the first point of contact for the Trust and must therefore embody and represent the Trust's values and ethos.

We want to hear from you if you are as excited as we are about this new opportunity within our successful and growing Trust. In return, we can offer the right candidate excellent professional development and progression.

I encourage you to consider the information in this pack carefully and use it to picture yourself within the role of Administrative Assistant. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. I look forward to receiving your application.

Yours faithfully,



James Higham
Chief Executive Officer



Closing Date: 28th August 2020

Interviews: Week commencing 7th September 2020

Start date: As soon as possible

Please read the information in this pack. If you are interested in this job opportunity, please express your interest by contacting Crystal Barry, HR Officer at barryc@tlet.org.uk.

If you have any questions about the role, please contact Crystal on the contact details above.

If you decide to apply you should write a letter on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust. Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

Recruitment Timeline	
Week commencing 20 th July 2020	Position advertised
Friday 28 th August 2020	Closing date for applications (9am) References will be requested at this stage
Week commencing 31 st August 2020	Final Shortlisting and contact with candidates
Week commencing 7 th September 2020	Selection Day

Location:	Transforming Lives Educational Trust
Job Title:	Administrative Assistant
Contract:	TLET terms and conditions
Salary & Hours:	NJC 6 to 8 (£19,650 to £20,444 pro rata) 25 hours per week, term time only + 10 days
Responsible to:	Chief Executive Officer
Key relationships/Liaison with:	Executive Team Central Team Leaders
Job Purpose:	The Administrative Assistant is responsible for managing mostly business-related tasks for the Executive and central team providing support with organisation, scheduling, correspondence, human resources, and meetings.

MAIN ROLE AND RESPONSIBILITIES

Core Duties

- Organise and schedule meetings;
- Prepare meeting agendas, perform research for meetings, take minutes during meetings and disseminate minutes once approved;
- Book business travel arrangements;
- Maintain office correspondence, including franking and receiving post, crafting routine electronic correspondence, and maintaining social media presence;
- Perform reception duties such as answering phones and receiving visitors, where necessary;
- Manage the diaries and schedules of Executive staff;
- Liaise with clients and business guests;
- Organise media appearances and events;
- Solve simple IT problems and contact the IT department when necessary;
- Maintain electronic filing systems, ensuring processes and software are up-to-date and in working order;
- File and receive corporate records, documents and reports;
- Manage administrative projects and follow-up with team members where required;
- Liaise with other staff members on behalf of the Executive;
- Prepare and deliver monthly reports where required;
- Support payroll, HR and recruitment processes, including induction and training, where required;
- Provide general administrative support.

Developing Self and Working with Others

- Treat everyone fairly and equitably, working with all staff to build effective teams;
- Work within a culture of personal responsibility that recognises excellence and supports appropriate strategies to deal with under performance.

Supporting the work of TLET

- Embody the values and ethos of the Trust so that it is intrinsic and permeates all aspects of your work and that of the Trust's academies;

- Participate in Trust-wide activities in order to share best practice, contribute to the development of Trust strategies and policies and promote the academies in a local and national context;
- Strengthen each academy's positive image in the wider community;
- Promote the academies and the Trust to a range of audiences;
- Develop and maintain strong working relationships and respect with all stakeholders, inspiring individuals to contribute positively to shared ideas and places for the academies and the wider Trust family;
- To present at all times professionally and credibly when representing the Trust.

This job description sets out the duties and responsibilities of the post at the time it was drawn up.

Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people.

Job Title:	Administrative Assistant
Reports to:	Chief Executive Officer

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	English and Maths certificate (GCSE Grade B or higher, or similar)	Further qualifications relevant to the post.
Experience/ Knowledge/Skills	<p>Proven experience as an Administrative Assistant or other relevant administrative support experience.</p> <p>In-depth working understanding of entire MS Office suite.</p> <p>Excellent professional level written and oral communication skills.</p> <p>Excellent interpersonal skills.</p> <p>Excellent time-management and prioritising skills.</p> <p>Proactive approach to problem solving with strong decision-making skills.</p>	Experience of working within an educational setting.
Personal Qualities	<p>Work effectively, using own initiative; self-motivated and well organised.</p> <p>Thorough approach to tasks with an attention to detail.</p> <p>Work flexibly and with emotional resilience; highly approachable, very grounded and make sensible judgements, even when under pressure.</p> <p>Has personal presence and is warm and welcoming; inspires confidence and respect.</p> <p>Commitment to working collaboratively with the Trust and embedding the Trust ethos and values in the school.</p>	