



Job Description

Employees of the Skills for Life trust will ensure they are positive role models by demonstrating the Trust's Mission Statement and Values.

Post Title: Teach In Kent Administrative Assistant

Reporting to: Partnership Administrator

Purpose

Provide a comprehensive administrative and organisation support service to the Teach In Kent organisation including routine correspondence, marketing administration and teacher recruitment.

Main Duties and Responsibilities

- Act as a first point of contact in the partnership, filtering enquiries as appropriate and taking and passing on messages to the Partnership Director and other staff.
- Offer advice to enquiries for teacher training.
- Provide administrative support to all staff ensuring they are kept informed of any issues.
- Support with the administration of marketing and advertising of the teacher training partnership.
- Maintain accurate records of potential trainee teachers.
- Maintain accurate records of current trainee teachers.
- Support in making arrangements for the interview and recruitment of trainee teachers.
- Organise schedules for visitors in partnership schools on their school experience days.
- Create purchase orders as required for stationary, marketing materials and other supplies as required.
- Update social media with details of recruitment events and respond in good time to enquiries.

- Deal with minor problems and queries relating to school matters.
- To contribute to the overall ethos of the Partnership.

The above list is indicative and not exhaustive. The post holder is expected to carry out all such additional duties as are reasonably commensurate with the role.

Employees are expected to present themselves and to act in a professional manner at all times, according to The Skills for Life Trust Code of Conduct.

I agree that this job description conveys an accurate description of this job.

This job description is not exhaustive and subject to review by the Headteacher in consultation with the post holder as appropriate to the changing needs of the Academy, or anticipates changes in the job commensurate with the grade and job title.

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.

The Trust will endeavour to make any necessary reasonable adjustment to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Signed..... Date.....
Employee

Teach In Kent Administrative Assistant

Person Specification

	Essential	Desirable
Good standard of education (English and Maths GCSEs at grade C or above).	*	
Excellent ICT skills with experience of MS Office packages (Excel, Word, PowerPoint).	*	
Excellent verbal and written communication skills for dealing with enquiries.	*	
Experience of operating computer and manual administrative systems.	*	
Previous experience of working within an educational based environment.		*
Ability to work to tight deadlines.	*	
Ability to work effectively as part of a team.	*	
Prepared to undertake training to keep abreast of new initiatives.		*