



**LEADING THE WAY**  
FOR GENERATIONS



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<b>Job Title:</b>	Partnership Admin Officer
<b>Responsible to:</b>	Headteacher and CEO of the Partnership
<b>Scale:</b>	Starting salary £20,000 rising to £24,000
<b>Core purpose:</b>	To provide admin support to Head Office Staff and PA duties to the CEO

This job description will be reviewed regularly to reflect, or anticipate changes to the job commensurate with the salary and areas of responsibility.

**The post holder will:**

- Support the implementation of the Partnership's vision and values.
- Ensure that both the Partnership's policies are promoted and adhered to.
- Contribute in the Partnership to developing a learning culture with high expectations in a safe and secure learning environment.
- Foster effective relationships with all stakeholders in the Partnership.

**Specific responsibilities:**

- Contribute to marketing and promotion of the Partnership;
- Manage training provided by the Partnership including venues and associated income;
- Responsible for management of expenditure within an agreed training budget;
- Responsible for ensuring that the best possible prices are secured from suppliers, including via a system of Tenders and Quotations, with particular regard to provision of Partnership training programme;
- Develop an annual programme of training across schools including all aspects of safeguarding training within the Partnership managing all aspects of the process;
- Liaise between school leadership teams across the Partnership and organise strategic Headteacher meetings;
- Produce, and respond to correspondence as directed by the CEO;
- Provide support, guidance and personal assistance to the CEO;
- Provide administrative support to the Trustees;
- Responsible for the maintenance of the Partnership diary;
- Responsible for being the first point of contact for the CEO & Partnership, welcoming visitors answering telephone calls, post etc including responsibility for managing the administration office.
- Responsible for the preparation and collation of CEO reports to ensure these are delivered to Trustees on time and in a professional manner.
- Responsible for the production of minutes for Governing Body, Trustee and Headteacher strategic meetings and briefings and taking minutes in special circumstances to ensure full records are kept of all such meetings.



- To support the Operations Director with all aspects of Governors and Trustee meetings including preparing documentation and minutes and supporting the preparation and delivery of Governor and Trustee calendars;
- Provide support for CFO.
- Provide admin support for HR manager.
- Responsible for ensuring all database systems used within the Partnership are kept up to date and current to ensure contact can be made when necessary with all members of staff and Trustees.
- Responsible for ensuring all necessary administrative tasks are covered and carried out to ensure the smooth running of the Partnership and all Partnership and Authority processes and procedures are followed.
- To attend any training courses relevant to the post, ensuring continuing, personal and professional development
- Support and administer COL meetings supporting the COL chair whilst part of Stanley Learning Partnership.
- Preparation and updating of policies
- Responsible for ensuring annual salary letters to staff
- Support Headteachers and CEO with all admin relating to Performance Management of Teaching Staff

The above is not exhaustive and the post holder will be expected to undertake any duties which may reasonably fall within the level of responsibility and the competence of the post as directed by the Headteacher/CEO.

#### **Developing Self and Working with Others:**

- Take part in an annual staff performance review with line manager.
- To create and maintain good working relationships among all members of the Partnership community.
- To promote appropriate personal and professional development of all staff in the Directorate, providing an example through their own development and practice.
- To set an example to students in work ethic, conduct, dress code, punctuality and attendance.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person to ensure the School complies with all current legislation.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

#### **Variation in the role:**

Given the dynamic nature of the role and structure of Stanley Learning Partnership, it must be accepted that as the Partnership's work develops and changes, there will be a need for adjustments



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to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the postholder.

### **EQUALITY AND DIVERSITY**

Stanley Learning Partnership is committed to equality and diversity and will take action to discharge this responsibility. Many of the actions, however, will rely on individuals embracing their responsibilities with commitment to ensure a positive and collaborative approach to Equality and Diversity. This will require staff to support the Partnership's initiatives on Equality and Diversity which will include development and training designed to enhance practices and the experiences of staff, students and visitors to Stanley Learning Partnership and the schools within it, with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action being considered.

### **SAFEGUARDING**

Stanley Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Failure to embrace these commitments may lead to formal action being considered.

### **CONFIDENTIALITY**

All members of staff are required to undertake that they will not divulge to anyone personal and/or confidential information to which they may have access during the course of their work. All members of staff must be aware that they have explicit responsibility for the confidentiality and security of information received and imported in the course of work and using school information assets.

### **INDUCTION**

The Partnership has in place an induction programme designed to help new employees to become effective in their roles and to find their way in the organisation.