

## INFORMATION PACK

### Administrator: Teaching School Hub

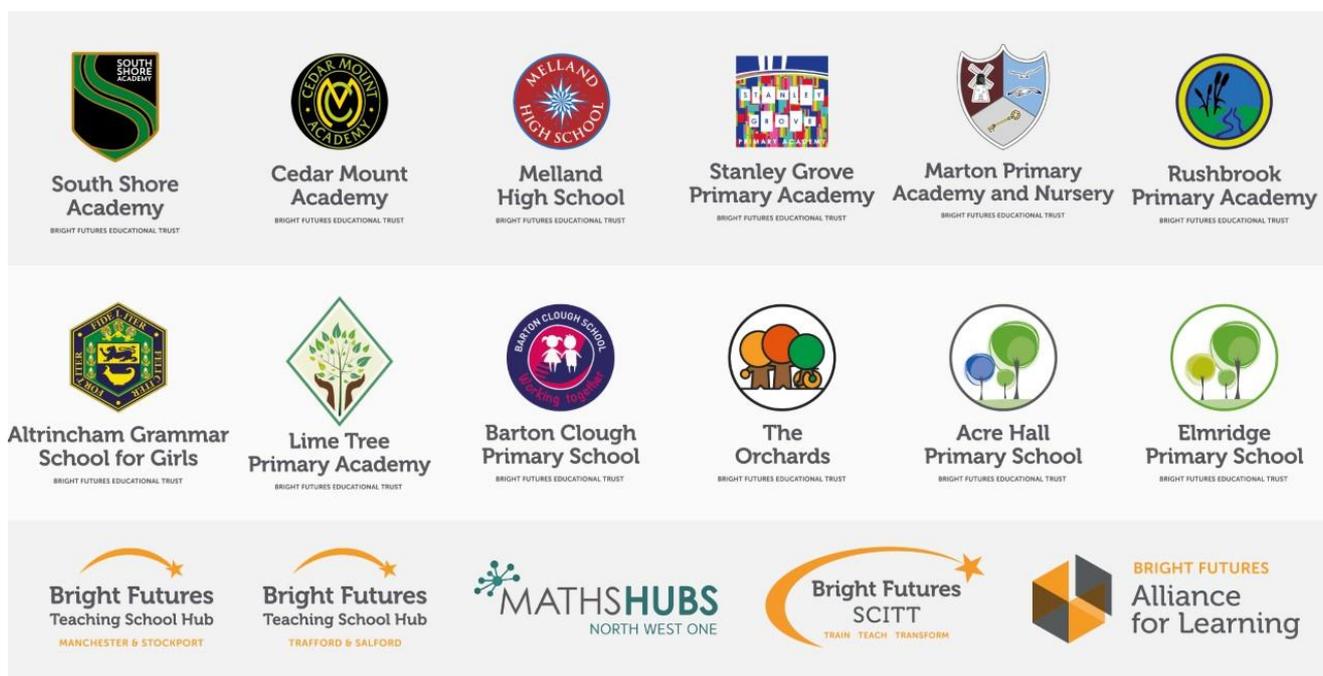
#### Overview of the Role

The role of the Teaching School Hub Administrator is to provide outstanding administrative support to our Teaching School Hub leaders. The nature of the support required will vary from day to day, key responsibilities will involve a huge variety of administrative tasks as well as supporting with paperwork and record keeping for our Teaching School Hub programmes across our Hub areas. The post holder will work closely with the leadership team of the Teaching School Hubs and the Commercial Manager for the Teaching School Hubs drawing on resources as and when necessary. We have a flexible approach to working arrangements and would discuss this with successful candidates.

The full job description and person specification are at the end of this pack.

#### Bright Futures Educational Trust

Bright Futures Educational Trust (The Trust) is a multi-academy trust (MAT) set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is underpinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.



Our schools have their own identities and form one organisation and one employer, Bright Futures Educational Trust. Bright Futures' Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive Team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Team on our website: <http://bfet.co.uk/about-us/>.

The central team, comprises the Executive Team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Development, Partnerships and Teaching School Hubs; Lynette Beckett, Director of HR & Strategy. The focus of these roles is to work with schools,

providing high quality and timely guidance, leadership, challenge and support. In addition to the Executive Team, we have central operations for Marketing and Communications, Finance, HR, Educational Psychology and Digital Technologies. Please see our website brochure which explains our central operations: [Working together for a Bright Future.](#)

Collaboration and strong relationships form one of the ‘commitments’ in our Strategy and all components of the Bright Futures’ family work closely together. Our Strategy was developed collaboratively and can be found on our website: [Our Strategy.](#)

**Bright Futures Development Network** is another important component of our organisation. Underneath this umbrella we have large development networks and hubs and a significant team of staff. Within this outward facing area of Bright Futures, we have a commercial offer run through ‘**The Alliance for Learning**’ which runs as a commercial business providing school improvement services and CPD to over 700 schools and services our own schools. Also we have a **Maths Hub: ‘North West 1’** providing Mathematics training and coaching to 500 schools and an Initial Teacher Training function our ‘**Alliance for Learning SCITT**’ (School Centred Initial Teacher Training) with trainee teachers in every phase: Early Years, Primary and Secondary which makes it the largest SCITT in the NW. In January 2021 after significant national reforms to the teaching school policy Bright Futures was designated with two new large-scale Teaching School Hubs. The areas we serve are: LWY6 - 291 - Manchester, Stockport LWY8 - 192 - Salford, Trafford. This growth and expansion in our outward facing work brings about significant increase in accountability and reach. **The two Bright Futures Teaching School Hubs** are designed to provide strong strategic regional leadership to build strong partnerships to support teachers and leaders in every phase and type of school, at each stage of their development. A crucial part of the hub remit is carefully ensuring structured collaboration. The Teaching School Hubs are at the forefront of providing high quality professional development, playing a significant role in the implementation and delivery of: The Early Career Framework, National Professional Qualifications, Initial Teacher Training and Continuous Professional Development. The Hubs will work directly with the DFE and national NPQ/ECT providers. In addition to this, the Hubs will enhance the professional development needs of the academies within Bright Futures.





### Why work for us?

## Bright Futures

### A great place to work

We offer a great opportunity to join an organisation which really lives its values. Our working environment is very inclusive and whilst you can expect to be challenged in your role, you will be supported through professional learning, treated fairly and with dignity and respect. Please see the Equality, diversity and inclusion statement on our website: <http://bfet.co.uk/vacancies/>.

### Terms and Conditions

#### Salary:

NJC scale points 4 to 6 (Bright Futures grade 3). The full time equivalent pay is £18,933.00 rising to £19,698.00 per annum. The actual pay based on the below working pattern commencing £16,212.31 rising to £16,867.38, per annum actual pay. Pay progression is linked to performance.

#### Working weeks:

This is a great opportunity for flexible working as the role will work 38 weeks during school term time and an additional 1 week to be agreed. A total of 39 weeks.

#### Hours:

36.25 hours per week over 5 days. Flexible working will be considered, please discuss at interview if you wish this to be considered.

#### Holidays:

You will be paid for the prorata equivalent of 25 days, plus 8 public holidays. This increases to 30 days plus 8 public holidays after 5 years' service.

#### Pension:

Local government pension scheme. Please take a look at the website: <https://www.gmpf.org.uk/>

#### Other:

We offer salary sacrifice schemes for purchasing bikes used for travel to work and technology for personal use, through monthly interest free salary deductions.

### How to Apply

We can only accept completed application forms, rather than CVs. This is because the regulatory guidelines of Keeping Children Safe in Education (2021), require us to check various details of job applicants and an identical application format for each candidate enables us to do this. We use a process that does not identify personal characteristics to the shortlisting panel. This is part of our commitment to equalities and diversity.

### No Agencies Please

Our application form is available online, along with the disclosure of criminal background form. The portal link is [Bright Futures' Application Form](#). Please upload the forms by Middy on 21<sup>st</sup> January 2022.

The selection will take place on Friday 28<sup>th</sup> January 2022.

### Keeping Children Safe in Education

**Bright Futures Educational Trust is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974; pre-employment checks will be carried out and references will be sought for shortlisted candidates and successful candidates will be subject to an enhanced DBS check and other relevant checks with statutory bodies.**

### Data Privacy

You can the details of how we use the personal data that you provide us with in our Job Applicants' privacy notice on our website: <http://bfet.co.uk/wp-content/uploads/2018/07/BFET-Applicant-privacy-notice-002.pdf>

## **JOB DESCRIPTION**

### **Administrator: Teaching School Hub**

Reporting to Deputy Directors of Teaching School Hubs

#### **JOB SUMMARY**

The role of the Teaching School Hubs Administrator is to provide outstanding administrative support to our Teaching School Hub leaders. The nature of the support required will vary from day to day, key responsibilities will typically include:

- General administrative support for the Teaching School Hubs leaders e.g., scheduling of meetings and making any necessary arrangements such as room bookings, ordering refreshments and making any travel arrangements, photocopying, printing, handling outgoing and incoming post, general typing, establishing electronic and paper filing systems.
- Communicating effectively with Teaching School Hubs stakeholders on behalf of the Teaching School Hubs team eg schools and senior leaders, Trust schools, DfE colleagues, programme participants and programme leads/facilitators

#### **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

##### **Main Responsibilities**

We are seeking an experienced, highly skilled administrator who is committed to our Teaching School Hub and trust vision and values and who will provide outstanding administrative support. The post holder will support the administration and coordination of the Teaching School Hubs objectives as defined by the Department for Education by:

- Producing all correspondence as required - letters, emails, mail merges - in a timely and professional manner
- Maintaining the Teaching School Hubs diaries and maintaining administrative oversight of Teaching School Hub activities
- Ensuring records are well maintained
- Preparing and proof reading communications and documents eg newsletter content as requested by The Teaching School Hubs team
- Compiling and formatting documents, including presentations and reports, to a high standard
- Providing administrative support to the leaders of the Teaching School Hubs

##### **Programme Management Administration**

Support the Teaching School Hub leaders to:

- Communicate effectively with Teaching School Hub schools, programme participants, leads/facilitators and external/accredited delivery partners
- Coordinate programme leads/facilitators, establishing and providing delivery needs according to external provider requirements
- Ensure records are maintained in line with programme license requirements, directly via DfE and internal/Teaching School Hub systems

##### **Partnership Administration**

- Support the Teaching School Hubs leaders to build effective and positive relationships with all key stakeholders including Teaching School Hub schools and external/accredited delivery partners
- To organise, attend and take minutes of meetings as required by Teaching School Hubs leaders
- Provide coordinated communication to Teaching School Hub stakeholders
- Support the Teaching School Hubs leaders to maintain internal records for programme participation, attendance and successful completion and reporting systems
- Assist the Teaching School Hubs team with updating any external databases/IT systems

- Respond to queries in a positive manner to ensure the building of effective and beneficial relationships with all key stakeholders including Teaching School Hub schools and senior leaders, Trust schools, DfE colleagues, programme participants and programme leads/facilitators

### **Commercial Management Administration**

- To provide administrative support to the Commercial Manager where appropriate including dealing with sales enquiries, responding promptly, and ensuring customers are signed posted to the appropriate Bright Futures Development Network

### **Professional Development Administration**

- Manage schools in training programmes from sign up stage through to completion, providing support to them throughout the journey.
- Communicate with participants to encourage attendance at webinars/training events and completion of the training programme.
- Ensure all data is recorded, records are maintained and complete for audits and DfE returns (where applicable)
- Produce reports, presentations and newsletters as required, ensuring that partners are included.
- Liaise with partners to encourage their involvement and support to participants.

*Other duties may be undertaken from time to time to support the more general and wider work of Bright Futures Development Network. These may include:*

- To undertake any general administrative work for members of the Development Network and on other projects when requested
- To liaise with project partners of the Development Network both nationally and internationally
- To work with the Development Network to organise any visiting delegations
- To perform any other duties requested by the Director of Teaching School & Partnerships and Deputy Directors of Teaching School Hubs

### **Other**

- We will always consider a flexible approach to working –just ask at interview
- Any other reasonable duties requested by Commercial Manager Teaching School Hub
- Attend relevant meetings as required, acting as a role model consistently promoting the Trust's vision, values and commitments.
- Acting as an ambassador ensuring that the Trust's high standards are promoted at all times.
- A commitment to maintaining confidentiality and discretion inside and outside work

## PERSON SPECIFICATION

Category	Essential	Desirable	Method of assessment
Qualifications, Education, training	<ul style="list-style-type: none"> <li>GCSE English and mathematics up to GCSE level grade C or above</li> <li>Evidence of Continuous Professional Development</li> </ul>	<ul style="list-style-type: none"> <li>A relevant and related qualification</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>Certificates</li> </ul>
Relevant Experience	<ul style="list-style-type: none"> <li>Experience of providing high quality administration support within a professional organisation</li> <li>Experience of coordinating events</li> <li>Experience of diary and email management</li> <li>Strong interpersonal skills and relationship management</li> <li>Customer service experience</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a school environment</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> </ul>
Knowledge, skills and abilities	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills</li> <li>Excellent telephone manner and oral skills</li> <li>Excellent IT skills, including working knowledge of Microsoft Office, including Word, Excel and PowerPoint</li> <li>A willingness and ability to provide assistance across a range of departments</li> <li>Ability to maintain confidentiality and discretion</li> <li>Ability to work under pressure and</li> </ul>	<ul style="list-style-type: none"> <li>A working knowledge of health and safety practices within an office environment</li> </ul>	<ul style="list-style-type: none"> <li>Application form</li> <li>References</li> <li>Interview</li> <li>Tasks</li> </ul>

Category	Essential	Desirable	Method of assessment
	<ul style="list-style-type: none"> <li>multi-task pressure and stay calm at all times</li> <li>• Excellent organisational skills</li> <li>• Ability to prioritise</li> <li>• Ability to be self-motivating</li> <li>• Ability to work efficiently at speed</li> </ul>		
Personal Qualities/Other	<ul style="list-style-type: none"> <li>• A commitment to the vision and values of the Teaching School Hubs</li> <li>• A positive approach to challenges, which seeks solutions to problems and addresses difficulties with cheerfulness and good humour.</li> <li>• Smart, professional appearance</li> <li>• Flexibility and adaptability</li> <li>• Initiative and self-confidence and the ability to deal with difficult situations</li> <li>• Being prepared to work flexibly outside school hours on occasion</li> <li>• Commitment to further training and development</li> <li>• Friendly manner</li> <li>• Supportive nature</li> <li>• Team player</li> </ul>		<ul style="list-style-type: none"> <li>• Application Form</li> <li>• References</li> <li>• Interview</li> <li>• Tasks</li> </ul>
Safeguarding	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people		<ul style="list-style-type: none"> <li>• Application form</li> <li>• Interview</li> <li>• Task</li> </ul>
Our Values	Community: Evidence of working together for a common purpose and encouraging diversity		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>

Category	Essential	Desirable	Method of assessment
	Integrity: Evidence of doing the right things for the right reason		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>
	Passion: Evidence of taking personal responsibility, working hard and having high aspirations		<ul style="list-style-type: none"> <li>• Interview</li> <li>• Tasks</li> </ul>