

## Projects Officer

Lincolnshire Teaching and Learning Centre in Partnership with Wellspring Academy Trust is recruiting an experienced operational project officer to support business, operations and project services to LTLC and the wider academy trust.

This is an exciting and diverse role with a varied remit. Wellspring is in a growth phase and requires innovative and engaged employees to realise its aims and values. It is envisaged that the PO will rapidly become an invaluable asset within Trust operations.

Hours of work are flexible to meet the needs of the LTLC, Trust and post-holder but will not routinely exceed 37 hours per week. Occasional evening work may be required to support School and Trust activities.

<b>Reporting to</b>	Strategic Business Manager
<b>Duration of Post</b>	Permanent
<b>Work Commitment</b>	Full time, 52 weeks
<b>Salary</b>	£27,500 - £35,000 (dependent on experience and qualifications)
<b>Holiday</b>	30 days per annum plus bank holidays
<b>Start date</b>	As soon as available

The PO will support the SBM in day to day activities including working with and in our Academies. This will include being involved in conversion projects of schools joining the Trust. There will also be some specific support for specialist functions such as finance or human resources.

The majority of work will support the delivery of the school business plan.

Line management will be through the SBM although some task management may be via the trust

### 1.0 Job Purpose:

- 1.1 To provide a business and operations service to a range of internal and external stakeholders across the LTLC and Wellspring Academy Trust
- 1.2 To provide administrative support to a range of areas across the School / Trust.

### 2.0 Key Responsibilities

- 2.1 To provide a professional administrative service to members within the School, Trust and central staff.
- 2.2 The provision of accurate and timely information to the SBM and/or any other central staff member.
- 2.3 To ensure procedures are implemented and adhered to at all times.

### **3.0 Specific Duties**

- 3.1 providing senior administrative support to the SBM and SLT
- 3.2 interpreting regulations and dealing with queries in areas such as HR, ICT, estates management, management information, insurance, Health and Safety, regulation and compliance;
- 3.3 using information systems and preparing reports and statistics for internal and external use;
- 3.4 participating in the development of future information systems;
- 3.5 contributing to policy and planning; assisting with recruitment, publicity and marketing activities;
- 3.6 liaising with other administrative staff within the Academies
- 3.7 liaising with partner institutions, other institutions and external agencies
- 3.8 business and operations administrative support
- 3.9 data gathering and collating reports e.g. utilities use and costs, Trust wide services etc;
- 3.10 assist in the preparation of business plans;
- 3.11 School visits to support specific projects, at busy times and to cover for staff absence;

### **4.0 Continuing Professional Development**

- 4.1 The post holder will proactively take part in the School / Trust Appraisal process.
- 4.2 The post holder will be expected to attend training and continuous professional development events. The LTLC / Wellspring is committed to the ongoing professional development of all employees.

### **5.0 Equality and Diversity**

The LTLC is committed to the provision of equal opportunities and strives to ensure that unfair discrimination does not occur. All employees have a duty to ensure unfair discrimination does not occur and to support the implementation of the Institute Groups' Equality policy as appropriate.

## **6.0 Safeguarding Children and Vulnerable Adults**

The LTLC recognises that it has a statutory and moral duty towards safeguarding the welfare of children, young people and, if appropriate, vulnerable adults who participate in any school activities and expects all staff to share this commitment.

### **NOTE:**

The job description is current as at the date of the appointment. In discussion with the SBM your post description may be varied to reflect or anticipate changes in or to the post and you may be required to undertake other duties commensurate with the grade of your post.

The post holder will undertake any other miscellaneous work, deemed suitable by management of the LTLC.

The post will be based predominantly in Lincoln, though work commitments will require reasonable travel across the Lincolnshire region and potentially to other academy sites.

This post requires the ability to travel and work directly with academies. The post holder will be required to work occasional evenings.

The postholder will have a full driving licence and own car with business insurance; expenses will be paid for business travel.

Core hours of work will be over 5 days, 37 hours per week, with flexibility required.

The post holder will be entitled to 30 days paid annual leave per annum, plus statutory bank holidays.

An Enhanced DBS is required for this post.

## Person Specification

Attributes	Essential	Desirable
Knowledge, qualifications and experience	<ul style="list-style-type: none"> <li>• Successful experience of working in admin support</li> <li>• Experience of academies and schools</li> <li>• Able to demonstrate a willingness to attend appropriate training and development and evidence of relevant personal and professional development;</li> <li>• Evidence of working in an environment where experiences included taking initiative and self-motivation as well as team work</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement with, and understanding of wider educational partnerships spanning the primary, secondary, SEN and local authority sectors e.g. TSAs, MATs and Local Authorities</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Good listening, oral and literacy skills;</li> <li>• Ability to organise time and work to deadlines;</li> <li>• Record keeping, information retrieval and dissemination data/documentation, to the governing body and relevant partners</li> <li>• Good attention to detail</li> <li>• Writing agendas and accurate concise minutes;</li> <li>• ICT including keyboard skills;</li> <li>• Organising meetings;</li> <li>• Using the internet to access relevant information;</li> </ul>	<ul style="list-style-type: none"> <li>• Developing and maintaining contacts with outside agencies, e.g. departments of the LA, Authorities and the DfE</li> <li>• Knowledge of academy and governing body procedures;</li> <li>• Knowledge of educational legislation, guidance and legal requirements;</li> <li>• Knowledge of the respective roles and responsibilities of the governing body, the Principal, the LA and others</li> </ul>
<b>Personal attributes</b>	<p><u>All Essential Criteria</u></p> <ul style="list-style-type: none"> <li>• Ability to work under pressure and manage multiple deadlines</li> <li>• Person of integrity;</li> <li>• Ability to maintain confidentiality;</li> <li>• Ability to remain impartial;</li> <li>• Have a flexible approach to working hours;</li> <li>• Be sympathetic to the needs of others;</li> <li>• Have an openness to learning and change;</li> <li>• Have a positive attitude to personal development and training;</li> <li>• Have excellent interpersonal skills.</li> </ul>	
<b>Special requirements</b>	<p><u>All Essential Criteria</u></p> <ul style="list-style-type: none"> <li>• Ability to work at times convenient to the Trust requirements including occasional governing body meetings, including evenings;</li> <li>• Ability to travel to the meetings;</li> <li>• Available to be contacted at mutually agreed times;</li> <li>• Full driving licence and own car.</li> </ul>	