

# The LETTA Trust

## Administrative Assistant (Apprentice) to the School Improvement Team



### JOB DESCRIPTION

**Salary grade:** £7.55-£12.21/hr (NMW)

**Hours:** 35 hours per week term time + 2 weeks

**Contract type:** Fixed term for the duration of the apprenticeship (usually 18-21 months)

**Responsible to:** Course Administrator

#### Purpose of the job

- To carry out administrative duties for the school improvement team
- To provide marketing and social media support

#### Main duties & responsibilities

School Improvement Administrative Assistant (Apprentice):

1. To be responsible for correspondence (e.g. phone calls, email, letters) between the team, schools and partner organisations. This includes scheduling, information dissemination and problem solving
2. Provide scheduling support to the school improvement leadership team, including diary management and arrangements for meetings
3. To create marketing and promotional materials for courses, programmes and events using software such as Canva and Google Slides. Materials will include flyers, social media graphics, brochures etc.
4. To promote events in good time and in accordance with the marketing plan, including through the use of social media
5. Website content management, including the use of WordPress
6. To prepare documentation for meetings in advance
7. Data entry (e.g. Google Workspace, Microsoft Office, DfE portals including Apply to Teach and Digital Apprenticeship Service, Learner Records)
8. To liaise with facilitators, tutors and assessors in advance of courses regarding arrangements, and to communicate these to the appropriate members of staff (e.g. premises, administration etc)

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9. Set up and clear-up of training spaces, manage registrations, send out reminders, and post-event follow-up communication
10. To ensure that visitors and delegates are welcomed to training venues, meetings and schools (these may be off-site) in a polite, friendly & efficient manner, signed in and provided with refreshments
11. To support the arrangements for recruitment events, including interviews. This will also include organisational and operational duties on the day of interviews and the maintenance and filing of records pertaining to this process (electronic and paper)
12. Maintain the organisation and general appearance of the office environment, tidying up at the end of each day
13. To collate, update and file documentation in good time (electronic and physical)
14. To take minutes, type up notes and produce professional, error-free, and well-formatted documents. Photocopying as necessary

#### General

15. Show commitment to the Trust, its inclusive ethos and equal opportunities for all in the school community, opposing strongly any form of discrimination
16. To participate in the Trust's performance management scheme, ensuring that objectives are set & met within the agreed time-scale
17. To work between LETTA Trust schools and other venues as required, and expect to be working off-site on occasion
18. To attend all meetings and training required for the role
19. To work with the School Improvement Administrator, Director of School Improvement, ITT Programme Leader and Business Manager to meet the aims and objectives of the school improvement team
20. Support the Trust's statutory policies, e.g. health and safety, disability discrimination act, equal opportunities
21. To safeguard and promote the welfare of pupils and follow the child protection procedures adopted by the Trust.
22. Undertake any professional duties commensurate with the grade of the post

#### Notes

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- This job description is illustrative of the general nature and level of responsibility of the work. It is not a comprehensive list of all tasks that the post holder will carry out
- The job description may be amended at any time in consultation with the post holder

**Line manager's signature:**

**Date:**

**Post holder's signature:**

**Date:**

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### PERSON SPECIFICATION

**Candidates are strongly advised to address all of the following points on their application form. These criteria will be used for shortlisting purposes & candidates will be selected entirely on the extent to which they meet the criteria.**

#### Essential

1. Demonstrated accuracy and attention to detail in administrative tasks
2. A commitment to your own continuing professional development
3. Strong active listening and communication skills
4. To be able to communicate well with diverse stakeholder groups, and develop and maintain professional relationships with all stakeholders
5. To be able to prioritise tasks; have excellent time management and organisational skills
6. To be confident in the use of email, word processing, database programs and other administrative technology
7. Ability to collaborate effectively within a team environment
8. Knowledge and understanding of and commitment to inclusion
9. To understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities and Health & Safety
10. To demonstrate a commitment to the success of learners and staff across the LETTA Trust and partner schools
11. GCSE Grade C/4 in English and mathematics, or equivalent

#### Desirable but not essential

1. Experience using Canva or similar graphic design tools for creating marketing materials
2. Familiarity with WordPress or other content management systems
3. Proficiency in advanced features of Google Workspace (e.g., Google Sheets for data analysis, Google Forms for surveys)
4. Understanding of basic marketing principles and social media best practices
5. Experience in managing social media accounts
6. Demonstrated ability to take initiative and proactively identify solutions to administrative challenges