



The Rainbow Multi Academy Trust Job Description

Job Title:	Central Services Administrator
Accountable to:	CFOO/ SMT (Operations Manager)
Salary band:	O4-4 to O4-5 (depending on qualifications and experience) Sept 26 salary range - £29,089 to £29,618
Location:	Trust central office – travel to school sites may be required
Contract type:	Permanent

Main purpose of the job

To provide administrative support to the Senior Management Team, contributing to the smooth running of day-to-day operations across the Trust. This role is key to maintaining effective communication, managing key processes, and ensuring that administrative functions align with the Trust's goals and strategic objectives.

Duties and Responsibilities

- To provide efficient administrative support to the Central Management Team, including the preparation of documents, reports, and communications.
- Manage and coordinate meetings, events, and training sessions, including scheduling, preparing agendas, taking minutes, and ensuring follow-up actions are completed.
- Assist in maintaining and updating the Trust's records and filing systems in compliance with data protection and confidentiality policies.
- Handle general correspondence, including responding to emails and phone queries from staff, parents, and external stakeholders.
- Ensure smooth communication between the Central Services team and individual schools within the Trust, fostering a collaborative working environment.
- Monitor statutory estates inspection dates and arrange contractor visits.
- Maintain asset and condition survey records

- Assist in the processing of quotations, purchase orders and contractor documentation.
- Support contract management and relevant registers.
- Monitor the trust's policy review schedules and statutory requirements.
- Maintain registers of interests and governance records.
- Support Director and Ambassador recruitment processes.
- Coordinate Director/Ambassador induction and training records.
- Support with trust board and SCB's feedback logs.
- To act as first point of contact for routine GDPR enquiries.
- Coordinate Subject Access Requests (SARs).
- Maintain the breach and incident log.
- Support completion and review of DPIAs.
- Monitor policy review dates and privacy notices.
- Support responses to Freedom of Information requests.
- Assist in the preparation of statutory returns, when required.
- To assist in the process for contractor selection and approval.
- Establishing contacts with suppliers of goods and services to ensure best value and quality is achieved.
- Assist in the implementation and upkeep of policies and procedures across the Trust.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.
- To assist communications between and on behalf of the Trust and other relevant external agencies/suppliers.

Professional duties

- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct, national legislation (including Health and Safety, Data Protection).
- To be aware of and work in accordance with the Trust's safeguarding and child protection policies and procedures, and to raise any concerns relating to such procedures.
- To maintain confidentiality of information acquired in the course of undertaking duties and to follow the Trust's GDPR policies and procedures.
- The postholder is responsible for his/her own self-development on a continuous basis.

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Have a willingness to travel to undertake training as directed.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the role.

Person specification

Criteria	Essential Qualities	Desirable Qualities
Qualifications	GCSE (or equivalent) grade 4 or above in English and Maths	- Business administration qualification - Governance Qualification
Experience	Significant experience working in a school/trust setting	Experience of data protection requirements, (SARs, data breaches etc)
Skills and knowledge	- Able to manage multiple priorities with efficiency and discretion. - Highly organised, with excellent attention to detail. - Have the ability to use IT effectively to undertake the necessary admin and record maintenance associated with the role - A working knowledge of Microsoft Office software. e.g. Excel, Word - Ability to establish effective working relationships at all levels internally and externally. - Effective oral/written communication skills - Work on own initiative - Full driving licence/access to transport	- Confident in the use of computerised management systems - Knowledge of school procedures and policies - Previous experience of working in a similar role

Personal qualities	• Maintain strict confidentiality at all times. • Commitment to safeguarding and equality • Self-motivated, flexible and enthusiastic approach to work. • Ability to remain calm under pressure • When working in the Trust's Church schools, displays the ability to fully uphold the Christian ethos and values of the school • Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people.	
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This job description does not form part of the contract of employment. It describes the way in which the post holder is expected and required to perform and complete the particular duties as set out above and will be reviewed as need arises and following consultation with you, may be changed to reflect changes in the job requirements.