



**North
Northamptonshire
Council**

Education Effectiveness Service
Bowling Green Road
Kettering
NN15 7QX
www.northnorthants.gov.uk

Job Title: Education Effectiveness Administrator – Safeguarding

Job number: 332022710

Grade: NNBAND03

Overall purpose of the job

1. To provide an effective, timely administration service to Schools and Early Years sector in North Northamptonshire.
2. To support the Education Effectiveness seniors with administrative duties to ensure the smooth and compliant running of the services: Schools safeguarding, Early Years safeguarding

Main accountabilities

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1.	To provide a comprehensive and confidential range of effective, timely and transparent support to the Education Effectiveness service
2.	To co-ordinate and manage service processes, procedures, documentation, and systems to include service mailboxes, ad-hoc telephone services and customer requests.
3.	To support and assist the team to complete service tasks including, minute taking, meeting attendance, meeting coordination/TEAMS support
4.	To support the payments process raising invoices, raising purchase order numbers and liaising with NNC finance teams
5.	To respond to statutory requests for data including but not exhaustive of OFSTED, Independent Schools Inspectorate, the Department for Education (DfE) and other partner agencies/stakeholders ensuring approval by the senior team
6.	To support the services with the planning, monitoring and organisation of service events, training sessions and delegate support
7.	To ensure the Education Effectiveness web pages and web sites are up to date, linking in with existing sites to provide accurate, timely information

8.	To liaise with internal and external colleagues, where required to ensure that the service maintain accurate records and consent in accordance with GDPR.
9.	To work closely with and jointly with other colleagues as required to ensure the continuity of support for the Education Effectiveness service and undertake any other required tasks as appropriate to the role to meet the needs of the business.
10.	Carry out any other duties which fall within the needs of the Education Effectiveness Service

Person Specification

Qualifications, knowledge, skills and experience

Qualifications Required	Subject	Essential/ Desirable
Educated to GCSE level or equivalent professional qualification	Maths and English grade C or above	E
Business Administration qualification	Business Administration Level 3/4	D

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		E
	Knowledge of working within a busy, evolving organisation	E
	Knowledge of Children's Services and local government statutory duties.	D
	Substantial experience of working in a Business Support capacity as an individual as well as part of a team.	E
	Knowledge and understanding of GDPR, data management regulations and Safeguarding duties.	E
Skills		
	Excellent numeracy, analytical, interpretive attention to detail. Ability to summarise complex information effectively.	E
	Fully competent in the use of IT systems to include Microsoft packages	E
	Ability to communicate effectively both verbally and in writing across a myriad of channels to include minute taking.	E
	In depth ability to create, design and analyse data and information.	E

Education Effectiveness Administration- Safeguarding Focus

	Ability to organise own workload and meet set deadlines and targets.	E
Experience		
	Experience of establishing strong working relationships across internal and external partners.	E
	Experience of reporting on decision making panels, boards, meetings and subsequent admin tasks including minute taking.	E
	Experience of organising and coordinating training sessions utilising all communication tools and systems available.	E
	Ability to travel to different locations	E

Disclosure level

What disclosure level is required for this post?	None	
	Basic	Basic

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default workers type is flexible)	Fixed	Flexible X	Field	Home
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