BREAKTHROUGH TRANSFORMATION TRUST

Charity Number 1148238

Mission Statement

Breakthrough Transformation Trust is a Christian Charity that exists to empower and equip individuals and families who experience difficulties, to take competent charge of their lives and contribute to the wider community.

www.breakthroughtransformationtrust.org

Introduction

Breakthrough provides therapeutic health interventions, care and education, supporting our service users to overcome serious barriers in their lives and to be able to learn and be educated and receive work experience so that, on leaving, they can move into further/higher education, employment or training, or in the case of younger children, so that they can be reintegrated into mainstream education.

Safer Recruitment

Breakthrough Transformation Trust practices Safer Recruitment which ensures that our recruitment practices are inclusive, fair, consistent and transparent.

Job Description - Confidential Secretary to Head of Centre

This job description is subject to reasonable amendment from time to time.

Centre Responsibilities:

- Maintaining strict confidentiality in all aspects of the role
- Answering and directing calls and passing on messages
- Meeting and greeting visitors to the Centre and making refreshments where appropriate for visitors
- Ensuring that reception and visitor areas are kept clean and tidy
- Receiving incoming post and deliveries and posting outgoing correspondence in a timely manner
- Typing up reports and meeting minutes where requested by the Head of Centre
- Completing Head of Centre specific administration where requested
- Ordering stationery and household requisites
- Receiving incoming post and deliveries and posting outgoing correspondence in a timely manner
- Ensure staff signing in sheets are maintained in accordance with Health and Safety guidance for Fire Drills
- Ensure timely photocopy readings are sent to the suppliers for accurate invoicing
- To complete the day to day administration and balancing of the centre petty cash
- Ensure that staff sign in and out pool cars
- Ordering resources and household requisites

Staff HR Responsibilities:

- Responsible for the set up and maintenance of centre staff files on Bright HR
- Responsible for recording staff attendance on Bright HR and reporting this to the Head of Centre
- Responsible for centre specific recruitment administration, under the guidance of the Head of Centre
- Responsible for all new starter administration for the centre, under the guidance of the Head of Centre

- Responsible for issuing contact updates / variations to existing staff within your Centre
- Collation of overtime and LIEU information for Head of Centre
- Completing DBS and Teacher checks on new starters
- Uploading staff to the Single Central Record and centre specific upkeep of the record
- Maintaining the Centre's paper and electronic confidential files
- Responsible for updating and maintaining the central training record for your centre

Student Administration responsibilities:

- Managing the timely annual distribution of existing student induction packs and ensuring they are returned before the commencement of the new academic term
- Setting up and maintaining student electronic files, uploading new details and forms, ensuring they are accurately dated on the system
- Ensuring that all student are added to CPOMS and that all relevant staff are linked to students, then responsible for the ongoing maintenance of this
- Ensuing accurate student and parent details are forwarded for inputting onto Parent Mail
- Receiving student absences and updating internal and County attendance registers accordingly within the required timeframes
- Ensuing pre-16 student attendance is reported to on-roll schools weekly
- Responsible for forwarding student lunch registers to the Finance Manager for invoicing
- Ensuing a "going out" pouch is put together for all students at your centre
- Maintaining student signing in and out sheets for your centre
- Updating, maintaining and distributing student abbreviation sheets
- Updating, maintaining and distributing student emergency contact sheet
- Responsible for sending End of Term letters to parents in a timely manner

Personal Responsibilities:

- Adopting and working towards the implementation of the Charity's strategic plan
- Ensuring high standards of safeguarding
- Ensuring you follow the Health & Safety protocols of the Charity
- Ensuing you handle personal data that you have access to fairly, lawfully and securely, in line with Data Protection Laws and uphold a duty of confidentiality
- Contributing to your own personal development and that of other staff members
- Completing all mandatory training

Key Competencies and Personal Attributes:

- Ability to type fast and precisely, with excellent attention to detail
- An excellent team player
- A polite and professional telephone manner
- Ability to respond appropriately to the unexpected
- A "can do" attitude

All successful applicants will be required to provide an enhanced level DBS Disclosure before entering employment

Having a criminal record will not necessarily bar you from working with us. This will depend on the offence and the relevance of the offence in relation to the position applied for. The factors taken into account will include the responsibilities of the position, the vulnerability of the customer group, the nature of the offence(s) occurred and the age of the offender when the offence(s) occurred.

Personal Declarations

The position for which you are applying involves contact with vulnerable children, young people and adults. For these positions, you are not entitled to withhold changes of your name by Deed Poll, information about police cautions, "bind-overs" or any criminal convictions including any that would otherwise be considered "spent" under the Rehabilitation of Offenders Act 1974. Have you ever been convicted of any of any offence or "bound over" or given a caution? Any such information needs to be out in the open with us and will be considered but may not have any bearing on your employment with us. If any of the above apply to you please declare them in your application.

N.B: Breakthrough is strictly a non-smoking organisation and smoking or e-cigarettes/vaporisers are not allowed on any premises or in any vehicles used by the organisation.

Person Specification

Education and Qualifications	Essential	Desirable
English and Maths GCSE at grade A-C or equivalent	X	
Qualification relevant to administration		X
HR Administration Level 3		X
Experience		
Experience of working in an educational setting	X	
Relevant experience in an administrative role	X	
Experience working with Microsoft Office	X	
Experience of working with CPOMS		X
Knowledge and Understanding		
Knowledge of contemporary educational issues		X
Ability to prioritise workload	X	
Excellent organisational skills	X	
Skills and Attributes		
Ability to establish good working relationships with effective teamwork	X	
Excellent role model for staff and students	X	
Ability to communicate compassionately with parents and students.	X	
Excellent IT skills	X	
Personal Qualities		
Champion of the Charity's Christian ethos	X	
Enthusiastic and committed	X	
Open-mindedness	X	
Excellent interpersonal skills	X	
Ability to be reflective and self-critical	X	
Able to display calmness under pressure	X	
Committed to making a positive difference to people's lives	X	
Excellent two way communicator	X	
Have personal integrity and the drive to do what is best for the Charity	X	