



Abingdon Partnership of Schools - Job Description and Selection Criteria

Job Title - Partnership Coordinator

Location - Abingdon (various school sites) and home working

Grade and salary - grade 9, £17.29 per hour

Hours - 10 hours per week, term time

Contract type - Fixed term contract, initially for 12 months, with view to becoming permanent

Reporting to - Chair of Abingdon Partnership

Additional information - Contract held and managed by Caldecott Primary School

Introduction

This is an exciting and varied role supporting innovation within the Abingdon Partnership of Schools. The Abingdon Partnership is made up of nineteen feeder primary schools, three secondary schools and a special school. The Partnership works collaboratively through headteacher, steering and network group meetings. The aim of the partnership is to improve outcomes, raise aspirations and increase opportunities for all pupils. The stated aim is **“Working together, broadening horizons to achieve excellence and enjoyment for all”**.

Job Purpose

1. To provide full secretarial and administrative support to the Chair of the Partnership
2. To act as clerk for Abingdon Partnership headteacher meetings and steering group.
3. To facilitate activities and assist in driving forward strategic plans to ensure that the Partnership meets its aims and objectives
4. To ensure the effective use of resources in support of the Partnership
5. To maintain and monitor the financial management systems for Partnership funds

Specific Responsibilities

Organisation and Administration

1. To organise and provide clerking for Headteacher Partnership meetings including steering group and all conferences
2. Create and maintain a yearly overview/database of the work of partnership
3. Collate partnership development plans
4. Be responsible for the effective evaluation of the CPD programme, measuring impact against agreed success criteria and outcomes
5. Work with the Partnership Chair to deliver the Partnership activities linked to the development plan

Working together; leading learning; broadening horizons.

6. Take a lead role in planning, development, design, organisation and monitoring of support systems/procedures/policies for the Partnership
7. Provide full secretarial and administrative support to the Partnership Chair
8. Support Network Group Leaders by organising administration for CPD events, collecting participant details, communicating dates, times and content and collating evaluation forms
9. Regularly liaise with Heads, Network Group Leaders and Subject Leaders to advise of upcoming courses/events/training opportunities
10. Manage sensitive and confidential information
11. Oversee the management of Partnership file management system
12. Broker external providers where training cannot be provided within the Partnership
13. Investigate and advise the Partnership on external sources of funding to support CPD
14. Keep an up-to-date contact list of Partnership Headteachers and contact details

Finance and Resources

1. Work with the Steering Committee to prepare a realistic and balanced budget for Partnership activity
2. Use the agreed budget to actively monitor and control performance to achieve value for money
3. Provide on-going budgetary information to relevant people
4. Advise the Chair/Steering Group if fraudulent activities are suspected or uncovered
5. Complete spending audits where necessary
6. Assist the Chair with applying for additional funding

Other duties

1. Undertake further duties in line with the role
2. Work from a variety of different locations, including from home, as required to fulfil the role

Health and Safety Requirements (applies to all employees):

- To take appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally adopted policies, including taking responsibility for raising concerns with an appropriate manager
- Co-operate with health and safety requirements
- Report all defects on the maintenance forms and return them to the office
- Complete the action risk assessments for all potentially hazardous on/off site activities
- Use, but not misuse things provided for your health, safety and welfare
- Do not undertake unsafe acts
- Inform employer of any "Near-Misses"
- Be familiar with the emergency action plans for fire, first aid, bomb security and off-site issue
- Raise health and safety issues with pupils

Safeguarding (applies to all employees):

- Know the current legal requirements, national policies and guidance on the safeguarding and promotion of the well-being of children and young people.
- Know the local arrangements concerning the safeguarding of children and young people.
- Know how to identify potential child abuse or neglect and follow safeguarding procedures.
- The post holder has a responsibility to promote and safeguard the safety and welfare of children in accordance with each school's child protection and behavior management policy.

- The post holder will be subject to a Disclosure and Barring Service check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared. There will be some requirement for duties to be undertaken outside of the normal working day.