



# Confederation of School Trusts

## **Administrator**

**(Working across the Confederation of School Trusts (CST), and its subsidiaries CST Professional Development Ltd. and National Teacher Accreditation Ltd. (NTA))**

## **Job Description**

Provide high quality professional administrative and marketing support, with excellent communication across our network of trust and school members and also the CST Team.

**Responsible to:** Executive Officer – CST

## **The role is responsible for:**

- 1) Providing administrative support and marketing support to the Executive Officer and the CST team
- 2) Building the presence of CST, CST Professional Development Ltd, NTA and Trust on social media to include both Twitter and Linked-in
- 3) Regular updating of the CST website and CRM
- 4) Preparing and disseminating our bi-termly on-line publication 'Trust', liaising and working with the Editor
- 5) Preparing and disseminating our regular newsletters
- 6) Preparing and updating marketing materials for CST, CST Professional Development and NTA events and conferences. Attending these events when required
- 7) Assisting with the renewal of monthly memberships and liaising with members when necessary
- 8) Answering and dealing with phone enquiries, understanding when to pass to other colleagues when necessary
- 9) Dealing with the office post on a daily basis, as required
- 10) Positively promote CST and NTA to schools/trusts
- 11) Any other duties as required that may be delegated by the EO from time to time