



Job Description

Job Title:		Communications and Administration Manager	
School:		NEAT Academy Trust	
Grade		N7 - Subject to moderation	
Date:	July 2025	Status:	DRAFT
Responsible to:		EYSPH Hub Lead/ NRS Director	
Job purpose:		Responsible for communications and administration across two hubs; EYSPH and Newcastle Research School. To drive the visibility, engagement and operations of the EYSPH and Research School.	

Main responsibilities

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Communications & Network Marketing

1. Develop and execute a regional communication strategy to promote the Hub's network to Private, Voluntary, and Independent (PVI) settings, childminders, and local authority teams.
2. Optimise the digital presence of the EYSPH and Research School by maintaining dedicated websites, managing email newsletters and ensuring evidenced-based resources are accessible.
3. Manage and produce content for professional social media channels to showcase Hub activities, successes, and pedagogical blogs, whilst ensuring strict adherence to DfE and Education Endowment Foundation (EEF) branding guidelines.
4. Oversee the end-to-end production, formatting, and digital distribution of toolkits, case studies, and evidence-informed best practice materials for practitioners.

Event Coordination & CPD Logistics

5. Lead the administrative logistics for all continuing professional development (CPD) programmes, webinars, networks, and conferences, including, monitoring signup and registration of events.
6. Manage and oversee all event booking systems, including third-party and internal databases, to process Expressions of Interest (EOIs) and be responsible for the targeted marketing for all events.

7. Coordinate all venue hire, catering, and technical requirements, including, off-site or virtual hub events.
8. Hold delegated authority and discretion to select, negotiate, and commit budget spend for external venue hire, catering, equipment, and technical suppliers across regional off-site events.
9. Travel to off-site venues, partner schools, and external conference facilities as required to conduct site assessments, coordinate logistics, and manage on-site event operations.

DfE Administration, Compliance & Data Management

10. Establish and maintain secure, GDPR-compliant tracking systems for all engagement data.
11. Conduct data assurance checks by cross-referencing multi-platform data to verify participant tracking against funding guidelines.
12. Regularly record income and expenditure in relation to all hub activity reconciling financial transactions against grant codes and maintaining budget logs for review by the Finance team and Hub Lead.
13. Establish, monitor, and maintain the central digital attendance registers for all Hub-led Continuing Professional Development (CPD) cohorts, webinars, peer-networks, and professional learning communities (PLCs).
14. Conduct weekly data assurance checks on practitioner attendance records to ensure compliance with DfE funding guidelines. Cross-reference third party signup data, and manual register submissions to verify participant tracking.
15. Actively monitor and produce reports on attendance trends, including; drop-offs, flags, or gaps across multi-session programmes. Proactively contact PVI settings and independent childminders to address engagement barriers and ensure high completion rates.

Trust responsibilities:

16. Work to fulfil the vision and values of the trust.
17. Assist in maintaining a healthy, safe and secure environment and act in accordance with the trust's health and safety policies and the school's/central team's health and safety procedures.
18. Promote and implement the trust's equality and diversity policy in all aspects of employment and service delivery.
19. Promote and safeguard the welfare of children and young people s/he is responsible for, or comes into contact with, in accordance with the trust's safeguarding policy and school's child protection policies and protocols.

20. Assist in ensuring the trust's responsibilities to protect personal data and to share information as a public authority are implemented effectively.
21. Participate in appraisal, training and development and other activities that contribute to performance management.
22. Attend and participate in regular team and 1:1 meetings.