London South Teaching School Hub
Co-ordinator Job Description

Details in brief

Job title:	**LSTSH Co-ordinator**
Location:	Charles Dickens Primary School, Toulmin Street, London, SE1 1AF
Terms:	Full time (term time only) 2 years fixed term contract with the possibility of moving to a permanent contract depending on funding

About London South Teaching School Hub

London South Teaching School Hub was designated by the Department for Education as the Teaching School Hub for Lambeth, Lewisham and Southwark launched in September 2021.

Our mission is to support schools to recruit, develop and retain excellent teachers and school leaders. We work to enable these teachers to deliver exceptional outcomes for all pupils, especially the most disadvantaged.

We implement our mission through several key areas of practice:

- Initial Teacher Training
- The Early Career Teacher Entitlement (ECTE)
- National Professional Qualifications
- Further CPD according to local need, either delivered directly by the Hub or through partnership with other organisations

The role summary

The LSTSH Co-ordinator will provide comprehensive administrative and organisational support to the London South Teaching School Hub and London South Learning Partnership, working under the guidance of senior staff to ensure the seamless delivery of our programmes.

This multifaceted role involves managing the Hub's digital presence across websites and social media, alongside lead responsibility for event management and logistics- including venue set-up and representing the Hub at key functions, which requires occasional evening

flexibility. Key duties include providing high-quality clerical support for Governance and Strategic Partnership Board meetings, assisting with DfE grant reporting, and managing routine financial administration. The Co-ordinator will work proactively with the Hub team and partner organisations to maintain professional, effective communication with all stakeholders across the region.

Line managed by: Assistant Director, Programme Operations, LSTSH

Key responsibilities

Relationships

- Maintain effective working relationships with your line manager, all staff and stakeholders of the Teaching School Hub and Learning Partnership's Lead Schools, and strategic partner organisations.
- Ensure efficient administration and coordination for the Teaching School Hub and Learning Partnership.
- Ensure an efficient clerking provision for the Strategic Partnership Boards.
- Support Hub operational meetings including document production and reporting.
- Communicate effectively and professionally with Hub stakeholders, school leaders, teachers and trainers, the Department for Education (DfE) and external bodies in person, writing, electronically and by telephone.
- Communicate, publish and share high quality and timely information related to the Hub to a variety of internal and external audiences.
- Ensure all written and electronic data entry, reports, records, letters and other documentation are completed in an accurate, comprehensive and timely manner.
- Manage administration and build effective relationships with national Lead Providers for the Hub programmes, including providing communications about delivery to all schools in the Hub region.
- Liaise effectively with the Trust finance department, acting as a key point of contact to coordinate Hub financial administration and ensure all information is shared in an accurate and timely manner.

People Support

- Provide advice, guidance and training in the use of systems as required.
- Act as the main point of contact for Teaching School Hub and programme enquiries.
- Organise and administer Hub meetings and events.
- Deliver an effective communications strategy, in liaison with the Hub senior team to inform all local stakeholders about progress of the Hub programmes and activities.
- Make arrangements for the delivery of all programme activity, including training.
- Attend regular steering group meetings with Hub Leads and key stakeholders to ensure excellent operations, provision and delivery.
- Liaise with Lead Schools' finance and administration teams on grant funding, invoices and payments, reporting and audit as required.

Resource Management

We strongly welcome applications from members of Global Majority communities, as we are keen to ensure our team is more representative of London's diverse population.

- Undertake administrative tasks including more complex procedures such as taking minutes, designing/running reports, data entry, mail merges, completing returns, photocopying and filing as required.
- Lead on event management and logistics, including venue set-up and representing the Hub at key functions; this requires a flexible approach to working hours to support occasional evening events.
- Update website and social media, such as LinkedIn and Instagram, as required.
- Use computer systems. Input details, analyse and interpret data and run reports.
- Maintain computerised records. Analyse data and produce lists, reports and other information as required.
- Undertake routine financial administration for the Hub, including raising invoices, chasing outstanding payments, and managing credit card transactions and reconciliations, ensuring all processes are completed accurately and in line with Trust financial procedures.
- Maintain strict confidentiality at all times.
- Contribute to interim and final reporting requirements to the grant provider.
- Set up and manage robust recording and monitoring processes to ensure the timely delivery of department activities and to ensure access to impact data from a range of sources and stakeholders in order for activity to be fully reported and evaluated.
- Provide administrative support for the relationship with national Lead Providers for Initial Teacher Training, the Early Career Teacher Programme, the Appropriate Body Service and National Professional Qualifications.

Marketing and Communication

- **Website:** Ensuring both the London South Teaching School Hub and the London South Learning Partnership websites are up to date and contain accurate information in consultation with the Hub Assistant Director.
- **Newsletters:** Supporting the Assistant Director and Department Leads in gathering content for the Hub and department half-termly newsletters.
- **Social Media:** Drafting and scheduling social media posts from the Hub accounts to promote programmes and disseminate information.

Work Demands

- Be able to manage workload to ensure specified deadlines are met but also flexible to deal with adhoc requests.
- Ensure that strict confidentiality in relation to personal records and conduct is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

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- Role is office based at Charles Dickens Primary School, SE1 1AF.
- Will be required to travel to schools/educational settings across the Hub area and to meetings held at regional locations.

Person specification

Criteria	Essential	Desirable
Education and qualifications	• A good education to at least A-Level or equivalent, with at least 5 A*to C GCSEs (or equivalent), including English and Maths. • Excellent numeracy and literacy skills	• A degree-level qualification (or equivalent)
Experience and Skills	• Highly motivated and personable, with a well-presented, professional manner and a genuine interest in working within an educational environment. • Excellent interpersonal skills, remaining calm, patient, and diplomatic when communicating with a wide range of internal and external stakeholders. • Articulate communicator with an exceptional standard of written and spoken English, and the ability to act as a professional first point of contact for the Hub. • Strong organisational and multitasking skills, with the ability to manage time effectively, prioritise a diverse workload, and meet deadlines	• Successful experience of working in an educational environment. • Experience of using online financial systems for e.g. purchasing, invoicing, and other financial tasks. • Events management, e.g. organisation of courses, events and conferences. • Administrative experience, with a background in coordinating complex tasks and supporting professional programmes or projects.

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	while responding flexibly to ad-hoc requests. ● Exceptional attention to detail and a positive, solution-focussed approach to all duties and problem-solving. ● Proficient in IT and data management, including the ability to analyse data, produce accurate reports, and manage digital platforms (social media, web-editing, and marketing software). ● Competent in routine financial administration, such as raising invoices, chasing payments, and managing credit card transactions in line with Hub and Trust procedures. ● Committed to continuous professional development, with a proactive attitude toward undertaking training relevant to the role. ● Dedicated to Equality and Diversity, with a deep understanding of and commitment to the principles of equal opportunities and respect for all. ● A firm commitment to Safeguarding, with the ability to work in a way that promotes the safety, well-	● Knowledge of Teaching Schools system and Teaching School Hubs' remit and responsibilities

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	being, and welfare of children and young people at all times.	

OUR COMMITMENT

The Charter Schools Educational Trust is committed to equality and diversity and to being a family where everyone can be themselves. We are committed to continuous improvement in how representative we are of our local communities, including gender, ethnicity, religion, age, and all other aspects of diversity. We offer family friendly, flexible working arrangements, and staff networks to provide a supportive environment in the workplace where members can receive peer to peer support.

The Charter Schools Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. References will be sought, and the successful applicant will need to undertake an enhanced Disclosure & Barring Service (DBS) check.

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