



# Projects Administrator

## Role Outline

Last reviewed: June 2024

# Projects Administrator: English Hub

## Role Summary

This role provides operational and administrative support to the Primary School's projects.

This position is responsible for the smooth delivery of the English Hub as well as support for various organisational tasks within the Trust's primary schools and other Curriculum Projects.

The role requires high levels of organisational management, people skills and a strong understanding of safeguarding. Occasional travel may be required.

## Time Commitment

5 days a week (8am-4pm), with flexibility for the right candidate. Term time only.

**Reportsto:** Primary Projects Manager and English Hub Lead

## 1. Key Responsibilities

- Monitoring and responding to emails
- Answering calls
- Communicating with schools- sending out data reminders, following up sessions with emails and feedback requests
- Updating and maintaining school and hub data
- Working with the finance team to ensure the efficient payment of invoices and accurate reporting of this
- Sending communications to all school circulars
- Organising and booking travel and accommodation
- Attending meetings
- Supporting with online CPD sessions
- Creating marketing materials
- Compliance with data and information requests from the Trust and Department for Education
- Additional administrative tasks as directed by Primary Projects Manager and English Hub Lead

## 2. Person Specification

- Understanding of the school system
- Confident in using Zoom and Microsoft Teams
- Experience in using Excel
- Organised
- Professional phone manner
- Customer Service
- Attention to detail
- Able to work professionally with all stakeholders
- Able to work with new systems
- Committed to own professional development, supported by the wider team

### 3. Experience

High levels of organisational ability gained in a professional or educational environment.

### 4. Aptitudes

To demonstrate the ability to:

- Work as part of a team, sharing working knowledge and skills
- Work flexibly, able to rearrange work plans in relation to changing priorities
- Interact sensitively with other workers, children, parents and customers
- Able to quickly assimilate new procedures and working methods

### 5. Further expectations of the role:

- Adhere to the School and Trust's Safeguarding Policies.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Adhere to policies as set out in the governors and staff handbook
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

This role outline is not definitive and will be subject to regular review and should be seen as enabling rather than restrictive. Other reasonable requests for support may be made by your line manager.

Role outlines are intended as reference documents which identify main responsibilities and activities.

This Job Description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time in consultation with you. It may include other tasks reasonably requested and agreed with your Line Manager.

Signed: ..... Date: .....

Signed: ..... On behalf of KST Enterprises

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