



Project Administrator
(Maternity Cover)

Do you stand
out?

Closing Date: 8th July
2024

Project Administrator:
Reports to: Primary Projects Manager and English Hub Lead
Start Date: November 2024

Do you want a career that makes a difference to schools all over the country? A fantastic opportunity has arisen for an enthusiastic, can-do attitude person to join the projects team, providing administrative support to the English Hub.

Role Summary

The Knowledge Schools Trust Primaries are involved in a number of projects providing support to other schools. These projects include Primary Knowledge Curriculum and KST English Hub.

The Project Administrator will work alongside the Primary Projects Manager and English Hub Lead as part of the team to manage the services and support being offered to other schools through the DfE English Hub Programme.

This position is responsible for the smooth administration of the projects managed by the team, to include diary management, customer service and general administrative support.

The role requires highly developed administrative and organisational skills, outstanding people skills, a passion for efficiency and an attention to detail.

This is a maternity cover role expected to last until the end of the academic year. The role is 5 days a week, term time only. We are looking to appoint for a November 2024 start.

We would particularly welcome applications from Teaching Assistants or others with similar experience and/or a good understanding of the school system.

The role is based in Hammersmith, West London and you will be employed by KST Enterprises.

Time Commitment

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

Reports to: Primary Projects Manager and English Hub Lead

Salary and Benefits £23,000 - £25,000 per annum, FTE, with access to the Nest pension scheme if eligible.

Equal Opportunities and Safeguarding

The Knowledge Schools Trust is committed to safeguarding and promoting the welfare of children and young persons at all times. The Headteacher, Governors, the Trust's Executive Team, and all staff are responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the School's Safeguarding policies.

The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

If you have any questions before you decide whether to apply, please contact the Primary Projects

Application deadline: 8th July 2024. Interviews will take place shortly after the closing date.

If you wish to apply, please complete and return the [attached application form](#) with a covering letter via email to j.paul@wlfs-primary.org.

More about us

Knowledge Schools Trust is creating some of the best schools in the country, renowned for academic excellence and capable of instilling world-beating ambition in all its pupils, no matter what their background.

To date, the Trust has ten state funded schools:

- West London Free School which opened in September 2011 and its Sixth Form which opened in September 2016
- West London Free School Primary which opened in September 2013, awarded Ofsted Outstanding in all areas in June 2015
- Earl's Court Free School Primary which opened in September 2014, awarded Ofsted Outstanding in all areas in June 2017
- Kensington Primary Academy which opened in September 2016
- Edlesborough Primary Academy who joined the Trust in November 2020
- Doverly Academy who joined the Trust in September 2022
- Bedford Road Primary Academy, Wixams Tree Primary Academy and Wixams Academy who joined in 2024.

Our school motto, *sapere aude*, means 'dare to know'. We encourage all our pupils to approach everything they do with this attitude.

Academic achievement is one of our key priorities, but we also want our pupils to become well-rounded individuals and develop interests they become passionate about.

Useful background information can be found on our website: knowledgeschoolstrust.org

We also have an independent charitable body to raise funds to support our schools' activities. The KS Foundation Trust was initially formed to secure funding for extra-curricular sport and musical activities for the pupils of the West London Free School but now has a broader focus looking to provide activities, facilities, and resources and other support to all pupils across all schools in the MAT. More details can be found here:

knowledgeschoolsfoundationtrust.org