



English Hub Senior Administrator Role Outline

Last reviewed: July 2024

English Hub Senior Administrator

Role Summary

This position is responsible for the smooth delivery of the English Hub.

The role requires high levels of organisational management, people skills and a strong understanding of safeguarding.

Time Commitment

A term time only contract with an expectation for the role holder to be flexible if occasional support is needed outside of term time.

Reports to: English Hub Lead

1. Key Responsibilities

Responsible for:

- Updating the website on a regular basis (supported by the Trust Communications team)
- Liaising with Trust on the website design
- Facilitating virtual events
- Ensuring social media is kept active
- Ensuring the client schools are kept up to date and engaged with the EH
- Managing the budget for EH and liaising with the finance team
- Participating in the annual assurance and audit process
- Co-ordinating with schools, partner schools and literacy specialists
- Event planning for showcases and training
- Grant administration
- Monthly reporting to DfE
- Liaising with schools via email and phone, maintaining good relationships and effective records
- Organising support days for schools
- Creating and managing data management systems, grant audit, and providing information to finance
- Booking travel and accommodation for literacy specialists where applicable
- Promoting the work of the Hub at engagement events
- Occasional travel may be needed for Hub events

2. Person Specification

Specific qualifications are not a prerequisite of the job but the post-holder will be expected to have:

- High levels of the awareness of the needs of children
- High levels of organisational and administration skill
- The ability to manage people
- The ability to manage budgets and handle finances
- A basic awareness of health and safety practices
- Understanding equal opportunities issues and practices relating to the aims and objectives of community groups

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 team members, and school staff
- 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: English Hub Lead



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