



Project Administrator

Do you stand out?

Closing Date: 25th July

2022

## Project Administrator

### Reports to: Primary Projects Manager

### Start Date: September 2022

**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.**

#### **Role Summary**

The Knowledge Schools Trust Primaries are involved in a number of projects providing support to other schools. These projects include the Primary Knowledge Curriculum, KST English Hub and the newly launched Essential Letters and Sounds.

The Project Administrator is a developing role and will work alongside the Primary Projects Manager as part of the team to manage the services and support being offered to other schools.

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.

We are looking to appoint two Project Administrators for September 2022.

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

#### **Time Commitment**

Full-time contract. 9am – 5pm, Monday to Friday, all year round.

**Reports to:** Primary Projects Manager

**Salary and Benefits** £23,000 per annum 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 Manager, Jaime Paul ([j.paul@wlfs-primary.org](mailto:j.paul@wlfs-primary.org)).**

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**Application deadline: 25th July 2022 . 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](mailto: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 four 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.

We are pleased to also have approval from the DfE to open a new Secondary school in Cambridge which is planned to open in 2023/4. We continue to work with the DfE to open new schools or bring existing schools within our Trust in a managed and sustainable manner.

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 websites.

[knowledgeschoolstrust.org](https://www.knowledgeschoolstrust.org)

[wlfs.org](https://www.wlfs.org)

[wlfs-primary.org](https://www.wlfs-primary.org)

[ecfs-primary.org](https://www.ecfs-primary.org)

[wlfs-kpa.org](https://www.wlfs-kpa.org)

[epa.org](https://www.epa.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](https://www.knowledgeschoolsfoundationtrust.org)