

School Leadership Coordinator

Purpose of the team:

The Programme Development function leads on the development of all Teach First programmes. This includes researching, building and implementing new programmes, ensuring the continuous improvement of existing programmes and training delivery colleagues to ensure the maximum impact on recipients and schools.

Purpose of the role:

The School Leadership Coordinator will provide critical administrative support to the School Leadership department. The role will act to smooth all operations for the department and will be pivotal in ensuring that financial, logistical and administrative issues are managed efficiently.

At this level you will:

- **Impact:** Responsible for department wide coordination and production of documentation
- **Communication:** The first port of call for all queries relating to the team's content and process by which it was designed
- **Innovation:** Liaises with colleagues and departments across Teach Firsts in relation to content management, communications and support
- **Knowledge:** Keeping up to date on departmental activities with a view of being able to deputise for the Executive Assistant as and when required

Your responsibilities will include:

- Coordinating the team's time together; meetings and calls, agenda collation, pre-work collation, room bookings and accommodation for the team as required
- Minute taking and meeting actions for significant or substantial meetings
- Leading the day to day management of the budget process; invoice raising, liaising with Finance, variance analysis, tracking of spend and accurate reporting
- Stakeholder relationship management including dealing with external requests and liaising with support colleagues
- Supporting with logistical issues
- Secretariat support for departmental meetings as required
- Management of all associated pro-formas, templates, resources and all associated administrative care for the department
- Being the first port of call for all queries relating to the department's content and processes
- Adhoc support or cover for other Coordinators across the Directorate

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.

Person Specification

Essential skills and experience:

- **Customer Service**
 - Takes ownership of internal or external queries and issues whilst demonstrating a positive, can-do attitude
- **Delivering Results**
 - Consistently delivers high quality work on time and against commitments
 - Contributes to the achievement of departmental objectives by providing excellent coordination and support
- **Communicating & Influencing**
 - Ensures communications are concise and well-structured
 - Shares relevant information in a timely fashion, escalating as appropriate
 - Prepares effectively for meetings

Desirable skills and experience:

- **Knowing the Market:**
 - Remains informed about market activities and potential changes relevant to programme development
- **Relationship Management:**
 - Understands internal and external interfaces of the role and works at growing a network of contacts that enhances knowledge and brings best practice

All our employees are expected to model our values and help others to do so.