**Purpose of the post**

The Inspire Through Teaching Project is looking at teacher recruitment and retention across South-East London and Kent. The aim of the project is to provide an innovative and creative approach to the recruitment, professional development and retention of teachers. The role would suit those with an interest or background in education or someone considering teaching as a future profession.

Reporting to the Project Lead for the Teacher Recruitment and Retention Project and also to the Catholic Teaching Alliance Co-ordinator, the post holder will play a key role operationally in ensuring high quality delivery of the administration of all aspects of the project.

The main areas that the Project Administration Assistant will be involved in include:

1. Maintaining and developing school and key strategic partnership networks, including with the Teaching schools, HEIs, Department for Education, Regional Schools Commissioner, Catholic Education Service and others;
2. Creating publicity material and a communication presence;
3. Providing administrative support for the Project Lead: Teacher Education, Recruitment and Retention including co-ordinating record-keeping;
4. Maintaining a database for leadership development, CPD and Teacher Education, Recruitment and Retention;
5. Providing admin support for all research and development opportunities;
6. Providing support will all aspects of marketing and communications;
7. Arranging meetings, producing agendas and minuting meetings;
8. Maintaining robust financial systems in line with Diocesan requirements;
9. Participating in training and other learning activities as required, and identify own areas of strength and development needs;
10. Complying with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection;
11. Maintaining confidentiality in respect of all records and information,
12. A good sense of humour is essential.

**Specific roles and responsibilities**

- To develop and maintain professional, collaborative links and ensure clarity of communication with working group members and other strategic partners.

- To take day to day responsibility for communicating with the Teaching Schools’ Group, Executive Board, Diocese Finance Team, Executive Board and Strategy Group. To keep partners fully informed about main developments and initiatives.

- To develop and maintain strong systems integrated across the project to ensure that agreed delivery plans are achieved.

- To support each working group to take responsibility for the effective implementation of their objectives and to produce agendas and ensure minutes are taken at each meeting.

- To support with the completion of project documentation including information packs, PowerPoint Presentations, related matrices and Excel sheets.

- To communicate with stakeholders by letter, email and telephone.

**Person Specification**

**Skills, Qualification, Training and Development**

**Essential**

* Excellent written and verbal communication skills
* A high level of interpersonal, organisational and time management skills
* An outgoing and enthusiastic person able to communicate with a range of people, groups and organisations
* Ability to work both independently and as part of a number of teams
* Highly ICT literate in all areas (word processing, spread sheets, presentation, desktop publishing etc.)
* Able to motivate and to contribute effectively within the remit of the project
* A flexible, resilient and motivated individual who is dependable, reliable and able to meet deadlines

**Desirable**

* Excellent proven administration skills
* Financial administration experience
* Educated to degree level or equivalent
* Some knowledge/experience of secondary schools would be helpful
* Knowledge of School Direct, PGCE and routes into teaching
* Evidence of recent and continuing interest in CPD
* Knowledge of Office 365

One day a week will be spent supporting the Catholic Teaching Alliance Coordinator with the completion of general administration tasks. This will involve responding to emails regarding School Direct Initial Teacher Training enquiries, data entry into Excel and Access, updating social media accounts and basic maintenance of a WordPress website.