



## Project Administrator (fixed term 1-year)

West London Free School Primary is a member of Knowledge Schools Trust and is one of 34 schools nationally to be awarded English Hub status from the Department for Education. Our English Hub works with a large number of schools, overseen by the Hub Lead and Director of Primary Education. We are seeking to appoint a Project Administrator to support this exciting work for a fixed term of 1 academic year.



**The Project Administrator will work alongside 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 supporting the smooth administration of the Hub, to include diary management, customer service and general administrative support. The role requires strong administrative and organisational skills, excellent people skills and a positive attitude. The role is for 1 year, fixed term, and is 2 days a week, term time only. We are looking to appoint for a September 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: 2 days a week, 15 hours per week (8am-4pm, including a 30 min unpaid lunch break), term time only including inset days, however the role holder will be expected to be flexible.**

**Reports to: English Hub Lead**

**Salary and Benefits: £8,798.00 pa, 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).

**For more information please contact [hub@ks-t.org](mailto:hub@ks-t.org)**