



Projects Administrator

English Hub

JOB DESCRIPTION REVIEW DATE
June 2025

1 Role Summary

This role provides operational and administrative support to the Primary School's English Hub.

This position is responsible for the smooth delivery English Hub. Occasionally, there may be other support for various organisational tasks within the Trust's primary schools and other Curriculum Projects needed.

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

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

2 Key Responsibilities

- Answering calls
- Monitoring and responding to emails
- Organising and booking travel and accommodation
- Communicating with schools- sending out data reminders, following up sessions with emails and feedback requests
- Updating and maintaining customer data
- Sending communications to all school circulars
- Attending meetings
- Supporting with online CPD sessions
- Compliance with data and information requests from the Trust and Department for Education

3 Person Specification

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

- High levels of the awareness of the needs of children
- Confident in using Zoom and Microsoft Teams
- Experience in using Excel
- Organised
- Professional phone manner
- Customer Service
- Attention to detail
- Able to work professionally with all stakeholders

4 Experience

- High levels of organisational ability gained in a professional or educational environment.

5 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 relating to changing priorities
- Interact sensitively with other colleagues and internal and external stakeholders
- Able to quickly assimilate new procedures and working methods

6 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 and on the Schools and Trust websites
- Comply with the Data Protection Act/ GDPR
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description is not definitive and will be subject to regular review, it should be seen as enabling rather than restrictive. Other reasonable work requests may be made by your line manager. This job description is intended as a reference document which identifies the 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: KST Enterprises Limited

