

**Teach First**

## Schools Coordinator



### The role

#### The rundown:

You'll play a vital part in facilitating the placement of our trainees in East of England schools.

You'll provide administrative, data and logistical support to the regional schools team, supporting effective and efficient ways of working

You'll provide schools and other stakeholders with outstanding customer service

You'll develop effective communications with schools, enabling them to get the most from our programmes

#### The detail: day- to- day work

- Update and maintain schools team administration, systems and databases
- Act as a point of contact for queries from schools
- Collaborate with our central Communications team to ensure effective and on- brand communication to schools, including regular bulletins
- Compile reports with up- to- date data on qualifying schools

- Lead on event management for our termly regional School Forums
- Compile agendas, minutes and action points from schools team meetings

#### You'll take ownership for:

- Effective schools team administration
- Suggesting new, more efficient and effective ways of working within the regional schools team
- Offering a solutions- focused approach to challenges
- Understanding your Safeguarding obligations and the protection of children and young people by completing mandatory training and staying up to date on relevant policies

## About you

### The essentials:

- **Relationship Management:** You'll build relationships with a wide range of colleagues and stakeholders, including managing expectations
- **Customer Service:** You'll provide high quality customer service, taking ownership of customer queries and issues
- **Communications:** You'll have a high standard of written and verbal communication
- **Project Management:** You'll plan and prioritise with excellent project management skills; identifying efficiencies and improved ways of working

### The nice to haves:

- **Event Management:** Experience of planning and organising events for external stakeholders
- **Knowing the Market:** An understanding of the regional and national education landscape, including the needs of schools

The main responsibilities of this role are described here. As our needs as a charity change, we may need to make reasonable changes from time to time.

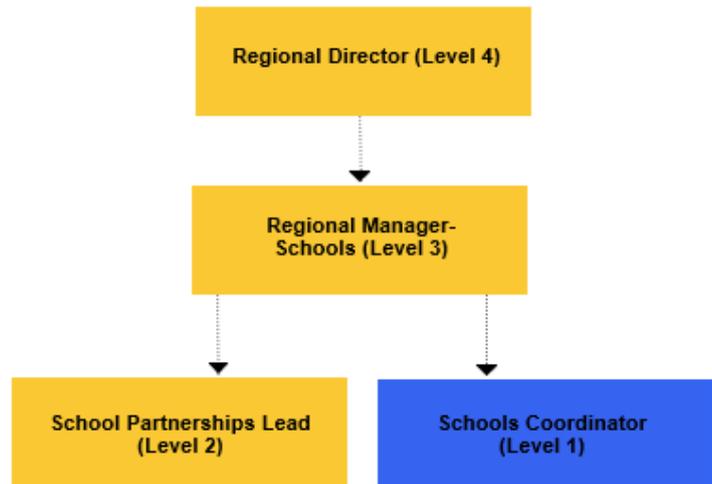
**We succeed when we work together. Here's who you'll be working with regularly:**

- The East of England School Partnerships team
- Schools teams based in other regions across the country
- The broader East of England team, including our trainee support roles

**More info on how the role fits in with the rest of the team and charity:**

You'll report to: Regional Manager- Schools

This position is a level 1 role. Take a look at our role levels and where you'll fit in on our [Working for us webpages](#) (under Pay and Benefits).



## More about working for us

There's lots of great stuff about working here. For full details [pop over to our webpages](#).

**Our culture:** We live by our principles. They underpin our culture and identity. And inform everything we do. Find out more about [our cultural principles](#).

**Diversity and inclusion:** Together we're creating a culture where everyone, from any background, can do their best work. We particularly welcome applications from disabled, Black, Asian and Minority Ethnic (BAME), Lesbian, Gay, Bi, Trans including non-binary (LGBT+) candidates, and candidates whose socio-economic background reflects that of the pupils we work with. These groups are underrepresented at Teach First and we're committed to better representing the communities we serve.

We're signed up to the Association of Chief Executives of Voluntary Organisation and the Institute of Fund-raising's principles which aim to address the racial diversity deficit in charity leadership. We are Stonewall Diversity Champions. We want you to be able to bring your whole self to work. Find out more about what we're doing to [improve diversity and inclusion](#).

**Our benefits:** Our mission is critical and the work's important, but so's your life. We've put together a benefits package that means you can live and work well. Find out more on our [Working at Teach First webpages](#).

### This role is suitable for agile and flexible working

Our agile way of working gives you flexibility. Need to start late, finish early or fancy a change of scenery? That's fine, our Agile Working policy focuses on what you achieve, not presenteeism.

If you need a set and regular working pattern to support your life have a chat with us about flexible working options. Over 100 of us already have a flexible working agreement, with more than 70 different working patterns in place. We're ready to hear your request. Find out more via our flexible working policy (available on our [working for us webpages](#)).



**Building a fair  
education **for all.****

**And a great place to work.**