



JOB DESCRIPTION

Post	Marketing & Administrative Assistant, Little Wandle Letters and Sounds Revised
Grade	Spine Points 7 – 10
Hours	36 hours per week
Term time pattern	All year round
School/Location	Sacred Heart Primary School, London SW11
Line managed by	Head of Operations, Little Wandle
Line manages	N/A

Context

Little Wandle Letters and Sounds Revised is the fastest growing Department for Education-validated phonics programme. We already support over 5000 schools to teach every child to learn to read. The programme partners with HarperCollins who produce the programme resources.

The Marketing and Administrative Assistant will join an experienced team, offering administrative and marketing support to Little Wandle's lead education and operational specialists. Together, you will deliver high quality, market-leading support to the member schools. You will respond to queries, facilitate training and conferences, book travel and accommodation, set up and manage webinars and produce research materials. You will be part of a very supportive team with the opportunities to develop your skills and help progress your career.

Little Wandle Letters and Sounds Revised is managed from within Wandle Learning Trust.

Purpose of the Job

As a Marketing and Administrative Assistant, you will be supported by a team of experts in the field and will respond to queries from schools who use the programme. You will also be involved in facilitating training webinars and conferences and will help to produce training films and other resources to consistently improve our service to schools. You will also use your analytical skills to produce research materials and present information in a clear and informative way.



Main Responsibilities

- Develop and maintain a thorough understanding of the Little Wandle Letters and Sounds Revised (Little Wandle) programme and resources. Complete the initial online training, keep up to date with new developments and features on the website.
- Working with the Little Wandle Marketing Consultant to create innovative campaigns to support existing members and expand the membership to new schools.
- Support with hosting webinars and briefings, open events and turning interest into sales.
- Contribute towards Little Wandle events, managing bookings and maintaining records of attendance.
- Ensure that events and training are publicised on our website.
- Proofread all marketing materials, sharing with relevant external stakeholders where appropriate and retaining copies for future use.
- As directed by the Little Wandle leaders, organise, attend and contribute to Little Wandle events, helping to prepare and issue agendas and associated documents, taking minutes if needed.
- Maintain and develop strong communication with new and existing stakeholders including UK and overseas schools and teacher training providers.
- Respond to all queries from member schools, whether by phone, email or via the chatbot on our website.
- Support the development of the programme through organising the logistics of trials, forums, focus groups and steering groups.
- Work on material for our website, including films and photography, either providing new images yourself or sourcing them from suppliers such as Shutterstock.
- Work closely with the finance team in order to ensure that all schools are charged the correct membership rates and that queries are resolved swiftly.
- Work on our new Champion Schools initiative, ensuring that best practice is rolled out across the country.
- Provide material for the "Weekly Wandle" newsletter, which is sent out to our members.
- Initiate research into potential new suppliers and partners.
- Conduct research and impact studies with our member schools, presenting your findings in a clear and engaging way.
- Help out with other Wandle Learning Trust work and events as and when needed.
- Contribute to the onboarding process for new members.
- Provide logistical support to team members, including travel and accommodation plans.
- Will have opportunity to use research and analytical skills to support programme developers to develop the existing programme and trial new elements.



General Responsibilities

- To respect the sensitive nature of some of Little Wandle's activities and maintain confidentiality.
- To set own targets and prioritise work effectively.
- To take responsibility for own continuous professional development, with the support of your line manager.
- To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for Wandle Learning Trust.
- To ensure compliance with Data Protection and GDPR legislation.
- To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Keeping Children Safe in Education 2022 in relation to child protection and safeguarding children and young people, as this applies to this role within the organisation.
- To ensure that line managers or senior management are made aware of and kept fully informed of any concerns in relation to safeguarding and/or child protection.
- To comply with health and safety policies at all times, ensuring issues are raised or reported as required.
- To be aware of and support difference and ensure equal opportunities for all.
- To ensure that WLT finance and HR policies are always followed.

Special Conditions of Service:

- You may be required to work outside of normal school hours on occasion, with due notice.
- Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on the application form and are expected to disclose such information at the appointed interview. Because this post allows substantial access to children, you are required to undergo an enhanced DBS (Disclosure and Barring Service) check.
- You will be expected to carry out all duties in the context of and in compliance with the Trust's Equal Opportunities Policies. To be fully aware of and understand the duties and responsibilities arising from the Children Act 2004 and Working Together and Keeping Children Safe in Education documents in relation to child protection and safeguarding children and young people as this applies to your role within the organisation. To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to your role.
- To ensure that your line manager is made aware, and kept fully informed, of any concerns which you may have in relation to safeguarding and/ or child protection.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
Minimum of GCSE Grade C in English and Maths	E	
A relevant degree		D
Experience		
Experience of supporting admin functions in either public, private or third sector organisations		D
Experience of working in education or school settings		D
Experience of working in a busy office or administrative environment		D
Experience of providing effective administrative and/or marketing support in a busy organisation		D
Knowledge and Understanding		
Experience of working with public facing roles	E	
Ability to use Microsoft Office 365, including Word and Excel	E	
Ability to maintain websites using CMS software		D
Experience of using social media channels for marketing purposes		D
An interest in the education sector and improving early reading in schools		D
Skills and Abilities		
High level of written English and the ability to take accurate notes and create minutes	E	
Strong communication skills with a range of audiences and stakeholders	E	
Ability to work to tight timescales in a calm and professional manner and prioritise work in order to meet deadlines	E	
Strong interpersonal skills and the ability to maintain positive and professional working relationships	E	
Willingness and ability to work flexibly at peak periods		D
Strong organisational skills and the ability to take personal responsibility for work tasks and meet deadlines	E	
Ability to work within the Trust's policies, e.g. safeguarding, equality and diversity and health and safety	E	
Ability to analyse quantitative and qualitative research and present in a clear and concise manner		D