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**JOB DESCRIPTION**

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| **Position:** | **Marketing & Administration Assistant** |
| **Reports to:** | Assistant Director of Wandle Learning Partnership |
| **Based at:** | Will be based primarily at Chesterton Primary School but may be required to work in any school in the cluster. Some travel to partner schools may be required. |
| **Pay Scale:** | Scale 4, Spine Point 7-10 £24,279-£25,614 |
| **Contract:** | 36 hours per week all year round  Some occasional evening or weekend work may be required |
| **Start Date:** | As Soon As Possible |

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| **Key Purpose:**  To provide effective administrative support to the Assistant Director and Directors of the Wandle Learning Partnership and its operations, supporting the work of WLT to maximise Trust profits and develop sales and marketing strategies. We require a self-reliant, creative and determined individual to work with the Wandle Learning Partnership to market our product. We seek to further attract schools to work with us on other aspects of our national teaching school work, including an upcoming publishing deal and Little Wandle Letters and Sounds Programme.    **Context**  The Wandle Learning Partnership comprises of The Wandle Teaching School Hub, The Maths Hub, The English Hub, Early Years Hub and Little Wandle Letters and Sounds Revised. These curriculum and professional development Hubs work with a wide range of schools, from different phases, specialisms and institutions who work together in a variety of ways to identify and tackle key issues within schools. We work together to deliver:   * Initial Teacher Training * Early Careers Framework * Appropriate Body Services * National Professional Qualifications * Professional Development * Curriculum Development * Little Wandle Letters and Sounds Revised   The WLP is managed from within the Wandle Learning Trust (WLT) and has to report financially through the WLT.  The WLP is managed from within the Wandle Learning Trust (WLT) and has to report financially through the WLT. |

1. **Administrative Responsibilities:**

* Assist in providing creative and innovative marketing for WLP, and WLT where requested.
* Build email distribution lists, maintain contact lists and build key relationship with external companies.
* Encourage signups to WLP’s social media and ensure that the WLP’s social media pages are current and attracting.
* Maintain the WLP website, updating information as and when directed by the Assistant Director of WLP.
* Support with hosting webinars, open events and turning interest into sales.
* Assist with creating innovative campaigns to deliver awareness and engagement of WLP to encourage revenue growth.
* Proofread all marketing materials, sharing with relevant external stakeholders where appropriate and retaining copies for future use.
* As directed by WLP strategic leaders; organise, attend and contribute to Hub related meetings, helping to prepare and issue agendas and associated documents, take minutes etc.
* Maintain and develop strong communication with new and existing stakeholders, including the DfE, the TRA, Schools, Academies and the Teaching School’s Council

To work with the WLP admin team to provide an administrative support across all work streams, taking a lead role on some programmes:

**The Wandle English Hub**

* the admin support for the English Hub
* regular communication with Partner Schools throughout the year
* market, track and monitor English Hub engagement across SW London

**Little Wandle Letters and Sounds Revised**

* admin support for the Little Wandle Letters and Sounds Revised Programme
* regular communication with membership throughout the year through regular newsletters and responding to enquiries

**The Wandle Teaching School Hub**

Early Career Framework and National Professional Qualifications

* To help promote and recruit delegates for the ECF programmes by maintaining marketing materials, managing the booking and ongoing communication processes and responding to queries.
* To assist with collating associated data and reporting for strategic lead

Appropriate Body Service

* To assist the WLP Strategic Leadership with the administration of the Appropriate Body service.

School Direct

- To keep the current School Direct cohort informed of WTSH processes/workshops/meetings.

- To promote and market the WTSH School Direct offer by, for example, maintaining marketing materials, attending local and national recruitment events and responding to queries.

- To support the recruitment, interview and assessment process for the next School Direct cohort

**Continuous Professional Development (CPD) programmes delivered by all work steams**

* marketing the Teaching School’s professional and curriculum development programmes.
* ensuring course flyers are kept up-to-date, including course information contained on the website.
* managing the booking and communication process of CPD courses for delegates and facilitators.
* welcoming delegates into the facilitating school or online forum for courses, ensuring they are appropriately signed in.
* issue and collate evaluations for all CPD events
* organise refreshments (tea, coffee, biscuits) for CPD courses, including the ordering of lunches.
* ensuring the Training Room and meeting spaces are appropriately maintained and tidy.
* assisting in the planning and organisational arrangements for the WTSA Primary and Secondary Joint Professional Days, being a prominent presence on the day to deal with queries etc

1. **General Responsibilities:**

* To respect the sensitive nature of some of the Teaching School’s activities and maintain confidentiality.
* To set own targets and prioritise work effectively
* To take responsibility for own continuous professional development.
* To maintain high professional standards of attendance, punctuality, appearance and conduct, acting as a positive representative for the Wandle Learning Trust and Wandle Learning Partnership.
* 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 Working Together 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 be aware of the principles of safeguarding as they apply to vulnerable adults;
* 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 followed at all times,
* If requested by the Director of Finance and Operations, to undertake work of a similar nature elsewhere within the WLT trust on a short term basis, if appropriate.

**Person Specification**

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|  | Essential/Desirable |
| Qualifications/Experience | |
| Experience of supporting administrative functions in either public, private or third sector organisations | E |
| Minimum of GCSE Grade C in English and Maths | E |
| Administrative, business or school management qualification or relevant experience | D |
| Experience of working in education or school settings | D |
| Experience of working in a busy office or administrative environment | E |
| Experience of providing effective administrative and operational support in a busy organisation | E |
| Abilities, Skills and Knowledge | |
| Experience of working with the general public | D |
| Experience of using computerised administrative systems and databases | D |
| Entrepreneurial experience | D |
| High level or written English and ability to take accurate notes and create high quality 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 |
| Ability to use Office 365 – Word, Excel, PowerPoint, Outlook and Sharepoint | E |
| Ability to maintain websites using CMS software and social media to provide effective communication to internal and external stakeholders | D |
| Strong interpersonal skills reflecting an awareness of self and others and ability to maintain positive and professional working relationships | E |
| Willingness and ability to work flexibly at peak times | D |
| Must be well organised and able to take personal responsibility for work tasks in line with organisational requirements and deadlines | E |
| Able to work within Trust policies – e.g. Safeguarding , Equality and Diversity and Health and Safety | E |
| The ability to keep a good sense of humour and resilience under pressure | E |
| Ability to show honesty, sensitivity and objectivity in dealing with confidential issues | E |

*Although some specific responsibilities may be fixed as part of an individual’s job description, there will be a regular audit of tasks and responsibilities within this job description to ensure they meet the needs of the business in the future. Some tasks or aspects of responsibility may change over time in response to internal and external changes or to maximise opportunity for professional development and the need to ensure a collaborative approach to all aspects of work. Any significant changes to this job description will be discussed with the individual.*

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Date of issue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Post holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_