

Job Advertisement: Trust Project Coordinator

Job details

Location: Working mainly from the Trust Office in Wantage, with travel required across our school sites (Oxfordshire and Bracknell)

Salary: Grade 6-8, Actual £27,711 - £33,366 based on 37 hours per week (£14.36-£17.29 per hour). Rate will be dependent on experience

Hours: 37 hours per week, to be worked between Monday and Friday.

Contract type: Permanent, full-time

Reporting to: Director of Operations and HR

Responsible for: N/A

Main purpose

The successful candidate will be responsible for multiple project areas, examples of which include but are not limited to the following.

- To play a crucial part in ensuring the smooth operation of the Trust by undertaking a wide range of administration tasks including maintaining records, coordinating communications, and supporting various activities within the central team.
- To provide administrative support to the Trust leadership team, including managing correspondence, drafting, and proofreading documents, preparing reports, and maintaining accurate records.
- In line with statutory requirements and in accordance with the Scheme of Delegation, review, draft and work with the leadership team and Trust Board to ratify and publish Trust policies and procedures.
- As Data Protection Administrator (DPA), advise school leaders and staff about their data obligations and provide support with queries.
- To support and manage multiple projects; ensuring deadlines are met, effective solutions are researched, and stakeholders are communicated with.
- To provide school office teams with training and support.
- To support the mobilisation of new schools joining the Trust.
- To liaise with the Department of Education (DfE), local authorities and other stakeholders.
- To support the Commercial manager with the production of professional internal and external written communications.

Application process

For more information, please visit the trust website. Our website address is <https://propellertrust.org>. To apply please visit <https://thepropelleracademytrust.facebook.co.uk/vacancies>

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at recruitment@propellertrust.org

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the Trust reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the Trust inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).