

Twyford Church of England Academies Trust, Acton, London W3 9PP is seeking to appoint a

Projects, Communications and Compliance Assistant

21 hours per week, term-time only

Salary: Grade 5 scale points 12 – 15. Pro-rated salary for 21 hours/week, term time only, is £13,708 - £14,458pa

Closing date: 12 noon on Tuesday 1st December 2020

Interview date: week beginning 7th December 2020

To start: January 2021

The Twyford CE Academies Trust is a growing educational organisation comprising four secondary schools in West London - Twyford CE High School, William Perkin CE High School, Ealing Fields High School and Ada Lovelace CE High School.

A new opportunity is now available for a Projects, Communications and Compliance Assistant to provide effective administrative support for the Projects, Communications and Compliance Manager in her areas of responsibility. This is a busy and varied role and the new post-holder will assist with delivering strategic projects, providing high quality external and internal communications support for the Trust, and providing support for a range of compliance activities.

The role is 21 hours per week, term time only, with hours and days per week to be agreed with the Projects, Communications and Compliance Manager.

We offer:

- Excellent working relationships at all levels
- On-the-job learning and development opportunities
- Membership of the Local Government Pension Scheme

The successful candidate will be:

Approachable, calm and professional. S/he will be highly organised and able to understand and convey detailed information. Previous school experience is not essential however the ideal candidate will be able to demonstrate experience and knowledge of working in a busy office environment and the ability to own their own work and take responsibility for specific job areas. We especially welcome applicants who can have experience of some or all of the following - marketing and communications, design and production of printed publications, maintenance of websites and Sharepoint sites, and maintenance of health and safety and staff training systems. Other relevant experience and transferable will also be considered and comprehensive training will be given in school processes and systems.

For more information about the role please see the Job Description on the Twyford Trust website at: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

The Twyford Trust

The Twyford Trust was established in October 2011 to enable an existing School, Twyford CE High School, to build on its successes and look outward to the large number of parents who were eager to become part of its community. The Twyford Trust aims to deliver outstanding education in a comprehensive school setting, and embraces the Twyford School motto 'Life in all its fullness', encouraging students to use their individual gifts wisely and well. Supported by the London Diocesan Board for Schools (LDBS), the Trust is the overarching organisation which provides support for all Trust schools - the Trust comprises four schools in the London Borough of Ealing.

How to apply

Please visit the Vacancies page of the Twyford Trust website to download a job description and an application form: <http://www.twyfordacademies.org.uk/recruitment/vacancies>

Applications must be submitted to **HR/Recruitment** at Twyford School by the closing date and time above. They can be **posted** to Twyford Church of England Academies Trust, c/o Twyford Church of England School, Twyford Crescent, Acton, London W3 9PP or **emailed** to recruitment@twyfordacademies.org.uk Please do not submit applications by fax.

The Twyford Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undergo the child protection screening appropriate to the post, including an enhanced disclosure from the DBS (Disclosure and Barring Service) and references from previous employers. For more information about the DBS please see <https://www.gov.uk/disclosure-barring-service-check>. The post-holder will also be expected to read and adhere to the Trust's Child Protection Policy, and any other Safeguarding documents stated within this.