



## Twyford Church Of England Academies Trust

"I have come that you might have life &  
have it to the full" John 10 v10

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### Job Description

<b>Job Title:</b>	<b>Projects, Communications and Compliance Assistant (Twyford Trust)</b>
<b>Grade:</b>	Grade 5 points 12-15 (£25,278 - £26,661 pro-rata)
<b>Line Manager:</b>	Projects, Communications and Compliance Manager
<b>Location:</b>	May be required to work at any Trust school
<b>Hours:</b>	21 hours/week. Term time only (40 weeks/year)

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### Main purposes of the post

To provide effective administrative support for the Projects, Communications and Compliance Manager in her areas of responsibility, specifically:

- To assist with delivering strategic projects.
  - To assist with providing high quality external communications support for the Trust
  - To assist with providing high quality internal communications support for the Trust
  - To assist with providing support for a range of compliance activities
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### The main responsibilities and tasks of the role are to provide administrative support to -

- 1. Assist with delivering strategic projects**
  - Assist with representing the Trust's interests during the post completion/defects periods for the new buildings for Ada Lovelace and Ealing Fields.
  - Assist with the preparation of bids for additional funding/schools.
- 2. Assist with providing high quality external communications support for the Trust**
  - Assist with maintaining and regularly updating the Trust's websites to a high standard.
  - Assist with the design and production of prospectuses and other printed publications.
  - Assist with the design and delivery of other external communications as required.
- 3. Assist with providing high quality internal communications support for the Trust**
  - Assist with maintaining and regularly updating Copia (Sharepoint) sites for each school and auditing the content.
  - Assist with the design and delivery of other internal communications as required.
- 4. Assist with providing support for a range of compliance activities**
  - Provide administrative support for health and safety compliance activities.
  - Assist with the implementation and maintenance of the Every health & safety management system.

- Assist with maintaining the system for ensuring staff complete and update mandatory staff training.
- Assist the HR Manager with the operation of the processes for ensuring new staff receive high quality induction

**5. General duties for School Administrators**

- Diary management for events associated with projects being worked on
- Servicing, attending and participating in meetings associated with projects as required
- Undertaking other duties, commensurate with the level of the post, at the discretion of the line manager
- To be aware of and comply with policies and procedures relating to child protection, health & safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To participate in personal development, including training, other learning activities and routine 1:1's and annual performance reviews, as required.

**Key measures of success**

- Contribution to a well-organised, efficient and transparent administration system.
- Positive feedback from line manager and key users of the services provided.
- Project deadlines met.
- Health & safety and training systems and audits of those systems indicate high levels of compliance with safeguarding/health & safety requirements.

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**Signatures**

Signature of Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Post Holder: \_\_\_\_\_ Date: \_\_\_\_\_

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## Person Specification

Education and Qualifications	Essential	Desirable
GCSE passes in English and Maths, or equivalent	✓	
University degree		✓

Knowledge and Experience	Essential	Desirable
Good ICT skills – intermediate or advanced MS Office User	✓	
Previous administrative experience or of working in an office environment	✓	
Experience of short, medium and long term planning at an operational level		✓
Experience of delivering defined projects to a deadline within a high pressured environment		✓
Experience of design and maintenance of websites / Sharepoint sites		✓
Experience of marketing and communications		✓
Experience of the design and production of printed publications such as prospectuses	✓	
Experience of maintaining health and safety and staff training systems.		✓
Experience of working in a customer service and support environment		✓
Experience of working within a school environment		✓

Personal Qualities	Essential	Desirable
Professional attitude and approach to work	✓	
Willingness and ability to manage own time and take full responsibility for work	✓	
Ability to organise, plan and prioritise work, paying attention to detail	✓	
Enthusiasm for working with staff and students	✓	
Ability to communicate clearly and effectively with different audiences, orally and in writing	✓	
Able to demonstrate discretion, confidentiality and commitment	✓	
Customer focused with excellent customer care skills	✓	
Excellent attendance and punctuality	✓	

## Key Terms and Conditions

### Pay:

Grade 5 points 12-15 £25,278 - £26,661 (for year-round, 35-hour week)

The term-time-only salary for 21 hours per week is £13,708 - £14,458pa

Starting salary is on the lowest scale point in the grade; increments are then paid to staff with more than 6 months service in April of each year until the highest scale point in the grade is reached.

Payment is by bank transfer on or by 26<sup>th</sup> of each calendar month.

**Weeks of work:**

**Term-time only:** this is a 40 week (200 days)/year contract. This includes between 190-195 teaching days, with the additional days (up to 200 pro-rated) to be worked as agreed with the Projects, Communications and Compliance Manager.

**Hours of work:**

The working week is 21 hours per week. Core working hours are likely to be 9.00am to 4.30pm 3 days per week, or as agreed with the Projects, Communications and Compliance Manager.

**Pension Scheme:**

You will be entitled to join the Local Government Pension Scheme. Details of the scheme are found here: [www.lgps.org.uk](http://www.lgps.org.uk)

**Probation:**

All new support staff appointments are subject to satisfactory completion of a 6 month probationary period.

*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.*