

Contract Type:	Fixed Term - until 31 August 2018
Location:	London
Hours:	22.5 hours per week
Salary:	£16,200

PA to Director of School Partnerships and Innovation/ Schools Coordinator

Purpose of the team:

The School Partnerships and Innovation Department exists to ensure schools are empowered with the capacity and partnerships that support lasting change for their students. We are serious about narrowing the gaps between children from the lowest and highest socio-economic backgrounds, and we design and deliver high-impact programmes to schools across England and Wales to achieve this. However, we realise that we cannot achieve educational equality alone. Therefore we work to identify, select and partner with the best third sector organisations bringing about evidence-based change across the sector and then inspire, incubate and accelerate innovation where new solutions are needed.

Purpose of the role:

This is an interesting hybrid role with 50% of your time providing critical PA support to the Director of School Partnerships and Innovation, and 50% of your time supporting the School Relationships team as a critical member of the project team regarding our work in schools.

At this level you will:

- Report to the Director of School Partnerships and Innovation
- Provide PA support for the Director of School Partnerships and Innovation
- Provide administrative and project support to the School Relationships team

Your responsibilities include:

- Providing comprehensive PA support to Director- School Partnerships and Innovation - including diary management, meeting and travel arrangements and correspondence management.
- Providing administrative support to the School Relationships team, serving as a key project team member. Tasks include tracking progress against deliverables, working across the organisation with workstream leads to hit key deadlines, and uploading data and materials on our School Portal.
- Providing PA and administrative support for Departmental business including managing planning, agendas and minuting of leadership team meetings and project meetings, meeting planning cycle requirements, and data management of Sharepoint and Salesforce.
- Event logistics - manage the logistics of School Relationships events, including booking venue/catering, leading logistics on the day and post-event logging attendance.

The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need.

You're good at

Essential:

- Establishing effective working relations with internal and external colleagues and stakeholders.
- Organising, prioritising and planning (including diary management).
- Coordinating and cohering multiple tasks, projects and events
- Proactive and forward thinking
- Excellent attention to detail
- Proficient in the use of Microsoft Office programmes.
- Proficient in the use of database (such as Salesforce) for CRM

Desired:

- Event planning support, coordination and execution.

All our employees are expected to model [our values](#) and help others to do so.

Benefits

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual leave.

How to apply

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate please apply via your HR Self Service menu after informing your line manager of your interest.

Next steps

We aim to provide feedback to all applications within 10 working days from the closing date. Please note that first round interviews will take place week commencing 15th January 2018 and second round interviews will take place week commencing 22nd January 2018.