



JOB TITLE: PROJECT ASSISTANT

REPORTS TO: OPERATIONS COORDINATOR

SUPERVISES: NO SUPERVISORY RESPONSIBILITIES

SALARY: PAY BAND C, Pt 1 (£17,160 - £19,240)

JOB PURPOSE:

The post holder will undertake responsibilities as a member of the Central Operations (Information Technology and Estates) Team to provide efficient and effective project support required to meet the Trust's core Information Technology and Estates responsibilities. They will be responsible for ensuring the day-to-day processes are managed in an accurate and timely manner.

The duties set out in the job description are common to all elements of project administration and to ensure familiarity with all aspects you will be directed to rotate through the different areas as part of your duties.

PRINCIPAL RESPONSIBILITIES/DUTIES

Project Management

- Provide high quality project administrative support to the Trust's Central Operations Team under the direction of the Operations Coordinator
- Always maintain confidentiality in respect of Trust-related matters and to prevent disclosure of confidential and sensitive information.
- Assist with the creation of project proposals and specifications, including supporting the development of detailed written specifications, the production of project drawings (training provided).
- Undertake site visits to support the planning and delivery of projects within the Trust.
- Provide day-to-day project management support for multiple projects, helping to ensure that that they are completed on time and within budget.
- Raise orders for projects using the Trust's web based ordering system system, following Trust's financial procedures.
- Track and process deliveries for projects against appropriate orders, checking for accuracy against quantity delivered and liaising with colleagues within the academies to confirm goods receipt or resolve any discrepancies.
- Maintain the continual updating, and monitoring of records for all project assets, ensuring assets are accurately recorded in a centralised register
- Deal with queries, communications and post from contractors, suppliers, customers, academies, and other parties as is necessary in a confidential, professional, and efficient manner.
- Maintain a detailed record of all project income and expenditure, using the project tracking processes.
- Assist the preparation of materials for publications, meetings, conferences, and events as needed.
- Assist the organisation of training events as requested.

- Assist with the maintenance of documentation in line with project documentation standards.
- Maintain filing of project information including photocopy and filing tasks
- Undertake general office administrative duties, as necessary.

Other Duties

- Contribute to the Trust's culture and development by:
 - Ensuring that you fulfil your professional responsibilities in relation to project management matters and are carried out duties effectively.
 - Support the Operations directorate through a willingness to learn new skills and assuming additional responsibilities.
- Take responsibility for your own well-being.
- Participate in appropriate induction programmes to support new staff into finance and provide excellent support for those members of staff who are new to a Trust/Academy environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of targets set which will be robust and measurable. Request adequate support to achieve these targets if this is appropriate.

Generic Duties relevant to all members of staff

1.1 The Trust

The ethos of the Trust is included within the strapline "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

As a member of the Trust your role will be based at the Medway operations office. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

1.4 Health and Safety

Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

1.5 Safeguarding

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Child Protection Officer.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of IT & Capital Strategy. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

Person Specification

Project Assistant

Requirement	Essential or Desirable?
General Requirements	
Good general education	Essential
Good ICT skill	Essential
Able to work well within a team	Essential
Able to work under pressure	Essential
Good organisational skills	Essential
Able to work accurately and with attention to detail	Essential
Ability to work on own initiative	Essential
Good communication skills, both written and oral	Essential
Willing to develop personal skills through training	Essential
Flexible and adaptable	Essential
Full UK Driving License	Essential
Post Specific Requirements	
Recognised project management qualification e.g., PRINCE 2 or more specific/sector related criteria.	Desirable
Experience of maintaining project plans, risk registers and budget records.	Desirable
Good working knowledge of word processing & spread sheet IT packages	Essential
Experience in project management	Desirable