

Job Description: Programme Coordinator

Reports to: Programme Delivery Manager

Location: West London – currently operating an agile working policy with two core days (Mon and Weds) in the office with possibility of 3 days remote (events permitting)

Contract: Permanent

Pattern: Full Time (standard hours 9am – 5.30pm)

Closing date: 08/08/2022 at 10am

Interviews: 10/08/2022

Salary: £22,000 - £25,000 (depending on experience)

About the role:

We're looking for a proactive Programme Coordinator with strong project administration skills and Excel skills to join our team. Delivering excellence in Initial Teacher Training experiences and faculty support, this wide-ranging role encompasses project and event administration, customer service, technology and financial administration.

For the right candidate, there is plenty of scope for growth and development in the role, as well as the opportunity to contribute to innovation and development within the team.

About Ark Teacher Training

Launched in 2013, Ark Teacher Training is a programme for committed graduates and career changers who aim to become great teachers. Trainees spend one year in an Ark school - becoming a qualified teacher while learning on the job. With the support of an inspirational group of tutors, coaches and educational experts, the trainees have all the tools they need to perfect their craft. We understand the importance that the first few years of teaching have on a teacher's future, so that's why the programme also supports trainees for the following two years through our early career support.

Ark Teacher Training was judged 'Outstanding' in all areas by Ofsted in March 2022.

Key Responsibilities:

- Responsible for training logistics and operational support across our Initial Teacher Training Programme
- Deliver event logistics for programme launches, summer schools, conferences, and training sessions, from planning and preparation through to delivery and evaluation (online and in-person)
- Provide trainee teachers with support and information to maximise their programme progress and engagement
- Carry out onboarding processes for trainees including compliance checks and maintaining personnel files for each trainee and liaising with Ark/partner school HR departments
- Create online courses for the ITT Programme as provided by Curriculum Leads and Subject Leads (using HTML and uploading resources to our Learning Management System)
- Maintain effective systems to meet business needs, including progress tracking, work planning, reporting cycles, registrations with accreditation providers and other bodies
- Carry out effective administration required of an apprenticeship provider
- Maintain effective communication across the faculty and with our schools and trainees
- Work closely with the operations team to ensure consistency of experience for the team and for teachers

- Lead/deliver on key projects to support the growth and development of the faculty and its work as needed
- Maintain effective communication across the team and develop methods to improve communication where appropriate
- Work with the Programme Delivery Manager to process invoices and track expenditure against the ITT budget
- Supporting the wider faculty team as needed

Person Specification: Programme Coordinator

Knowledge & Skills

- Strong project administration or event administration skills with excellent attention to detail (*essential*)
- Strong attention to detail for data entry, compliance tasks and tracking trainees at different stages of the onboarding process (*essential*)
- Excellent IT skills, with specific skill in using Microsoft Office applications (especially excellent Excel skills) (*essential*)
- Excellent time management skills and the ability to manage tight deadlines and changing priorities (*essential*)
- Excellent communication, writing and editing skills: able to produce clear and insightful communications (both verbal and written) (*essential*)
- Excellent organisational skills: can prioritise multiple concurrent projects, tasks and requests and manage work effectively to meet all deadlines (*essential*)

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people; all successful candidates will be subject to an enhanced Disclosure and Barring Service check.

Ark Schools are committed to attracting, developing and retaining a diverse workforce, with a broad range of backgrounds, experiences and perspectives. Please [click here](#) to learn more.