

## Job Description: Projects Officer

**Location:** Currently operating hybrid working in our West London Office

**Contract:** Permanent

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

**Salary:** £33,000 - £38,000 per annum

### The Role

The Projects team is responsible for identifying new schools to join the Ark network; project managing their opening as Ark schools and leading on all major capital projects across the network. The Projects team works closely with all internal teams including the Ark Regional Directors (RDs) and is the key contact for external stakeholders, principally local authorities and the Department for Education (DfE).

This role is designed to be a key part of the Projects team, an extremely small but fast paced team, responsible for the strategic growth of the Ark network. You will undertake a range of responsibilities which will support and enable the effective running of the team as well as take on a central role in the co-ordination and management of new school openings and school organisational changes. The role is varied, busy and will involve regularly communicating with a variety of stakeholders, exceptional organisational skills and a can-do attitude.

### Specific responsibilities

- Provide administrative support to the Projects team, including raising of finance purchase orders and submitting invoices using the Concur system.
- Organise, manage, review and regularly update all team and projects documentation, including: data collection and input reviewing and editing team policies and guidance
- Locate, analyse, and summarise complex data sets, and use analysis to create reports and presentations for different audiences as needed
- Organise inductions for new staff (both centrally and for new schools)
- Organise, manage and support team meetings to ensure the effective coordination of school projects (both internal and external stakeholders)
- Lead on consultation for school organisation and growth projects, working with marketing and communications and others (centrally and in schools) to collaboratively produce all documentation (public facing and internal briefings) as required.
- Manage consultations in line with DfE significant change requirements and be the first point of contact for any queries from DfE, schools or others.
- Lead and manage defined projects from kick off to completion, e.g. addition of SEND provision at a school, regularly briefing others as needed and managing project documentation including risk register etc.

- Work collaboratively across Projects and broader team members to deliver effective project reporting
- Management of the team's ArkNet files (using SharePoint), improving its structure as needed
- Any other duties as may be reasonably required to ensure the effective running of the Projects function in aid of Ark Schools.

## **Person Specification: Projects team coordinator**

### **Qualification Criteria**

- Qualified to A-level or equivalent
- Qualified to degree level (desirable)
- Right to work in the UK.

### **Knowledge and Experience**

- Highly computer literate, with experience of data handling and necessary IT systems (including Excel, PowerPoint and diary management using Microsoft Outlook)
- Experience of managing diaries
- Experience of data entry and data checking
- Knowledge of the education sector (desirable)
- Experience of project management (desirable).

### **Personal Characteristics**

- Excellent interpersonal skills
- Helpful and calm with a positive attitude towards work
- Flexible and adaptive
- Able to work well independently and as part of a team
- Demonstrates resilience, motivation and commitment to driving up standards of work.

### **Specific Skills**

- Ability to manage own workload
- Strong administration skills and the ability to maintain and implement effective systems
- Good IT skills
- Strong organisational skills with excellent attention to detail
- The ability to build positive working relationships
- The ability to multitask and prioritise competing demands effectively
- The ability to write clearly and concisely and to produce and maintain documents.

## Other

- This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark's diversity and inclusion commitments, please click on this [link](#).*