

English Hub Administrator Role Description

Job Summary

Salary:	
Hours:	37 Hours Per Week
Weeks:	39 weeks
School:	Childer Thornton Primary School – English Hub
Contract Type:	Fixed Term until August 2027 (with possible extension)
Reporting to:	Headteacher
Responsible for:	English HUB administration

Role Introduction

We are seeking a highly organised and proactive Hub Administrator to support the effective delivery of our programmes and services. This role is central to ensuring smooth communication, efficient scheduling, and high-quality event coordination across our English hub. The successful candidate will work closely with the Hub team, Literacy Specialists, partner schools and facilitators to maintain excellent operational standards.

Why join us:

- A supportive and collaborative working environment.
- Opportunities to develop skills in coordination, events, and education support.
- A role where your organisational strengths will directly contribute to positive outcomes for schools and learners.

Responsibilities

- Track and oversee audit progress, including scheduling and follow-up communication
- Monitor Literacy Specialist activity and ensure any changes to schedules are communicated promptly and accurately
- Maintain booking systems for events and Literacy Specialist activity
- Manage documentation relating to partner school agreements
- Promote events and maintain strong attendance through effective communication
- Ensure printing, delegate registration, and associated administrative tasks for events are completed,
- Coordinate event logistics, including materials, refreshments, venue bookings, and liaison with facilitators and delegates.

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks, and the post holder may be required to do other duties appropriate to the level of the role, as directed by the Head teacher.

Hours

The standard hours for this role are 37 hours per week, but this is negotiable.

There may be times where a flexible approach is required and will be agreed with the Headteacher.

We are happy to discuss with candidates alternative working patterns should they meet the needs of the school.

Safeguarding

Concordia Multi Academy Trust is dedicated to safeguarding and promoting the welfare and safety of pupils. Successful applicants will be subject to rigorous vetting procedures, including but not limited to: An enhanced DBS check; Satisfactory references; and Online/Social Media Check.

Person Specification:

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • GCSEs (or equivalent) including English and Maths at Grade C or 4 or higher. • Commitment to ongoing CPD • Willingness to undertake relevant training 	<ul style="list-style-type: none"> •
Experience	<ul style="list-style-type: none"> • Experience coordinating schedules, diaries, or project timelines. • Experience organising events, meetings, or training sessions. • Understanding of administrative processes, including documentation management. • Experience communicating with multiple stakeholders, such as schools, facilitators, or internal teams. 	<ul style="list-style-type: none"> • Experience working in an education setting or with schools. • Familiarity with literacy programmes or specialist education roles. • Experience using event-management software or CRM systems. • Knowledge of safeguarding principles relevant to work with schools or children’s services.
Skills and Knowledge	<ul style="list-style-type: none"> • Strong organisational skills with the ability to manage multiple tasks simultaneously. • Excellent written and verbal communication skills. • High attention to detail, particularly when tracking progress or managing documentation. • Confident user of digital tools, including booking systems, spreadsheets, and communication platforms. • Ability to prioritise workload and meet deadlines. • Effective problem-solving skills and the ability to respond to changes in schedules or requirements. 	<ul style="list-style-type: none"> • Ability to analyse data or produce simple reports on progress and engagement. • Experience creating promotional materials or supporting marketing and communications. • Confidence managing budgets or processing event-related expenses.

<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Proactive and self-motivated, with the ability to work independently. • Collaborative approach and ability to work effectively with a dispersed team. • Professional, approachable, and confident when liaising with partners and delegates. • Reliable and consistent in following up tasks and maintaining accurate records 	<ul style="list-style-type: none"> • Creative approach to problem-solving and event promotion. • Comfortable adapting to new systems and processes. • Ability to remain calm and organised during busy event periods.
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