

**Post:** Schools Programme Co-ordinator (9-month maternity cover)  
**Department:** Education  
**Division:** Learning & Engagement

## Job Description

### Main Duties

To support the schools' team in delivering high quality learning experiences to early years, schools, youth groups and other programmes associated with young people. Main duties will include the following:

#### Management:

- Responsible for the submission of tutor payment requests if necessary
- Coordination of all early years and school visit arrangements from booking through to evaluation
- Responsible for the shared coordination and support of a range of annual school visits, outreach, and teacher Career-long Professional Learning (CLPL) events
- Data recording and collation for departmental and organisational KPIs, funding applications and reports for funders.
- Responsible for admin and support of holiday clubs

#### Communication:

- First point of contact for external enquiries and requests from schools, teachers, group leaders - redirecting and assisting as appropriate
- Handling school groups self-led visit requests
- Support teachers (or group leaders) through the selection of appropriate sessions, booking confirmations, risk assessment and admin support during their visit
- Responsible for updating website, with assistance from team, and coordinating and administering promotional newsletters and social media posts
- Issue and collate regular learner satisfaction evaluations

#### Problem solving:

- Ensure appropriate cover for tutors in case of absence
- Liaise with contracted and freelance tutors on timetabling, room availability and access to equipment

#### Level of decision making:

- Make daily operational decisions in consultation with the Schools' Programme Manager

#### Other duties:

- To support the general administrative tasks associated with all education programme delivery (i.e. collating feedback, managing bookings and preparing resources and areas for delivery)

#### Impact:

- Responsible for ensuring a high-quality learning experience for all learners and contributing to the maintenance of the role of RBGE as an expert provider of early years and school level programme delivery, onsite, online, and offsite.

### Person Specification

Skills/Aptitude	Essential	Desirable
Working as part of a team as well as work independently	*	
Excellent communication skills and be able to communicate with people at all levels	*	
Comfortable working to deadlines and with good attention to detail	*	
Experience working in a quick changing environment and moving from task to task	*	
Collating data to help with funding applications and reports	*	
Support budget management for schools' programme management		*
An interest in schools' education		*

Knowledge	Essential	Desirable
Basic IT skills including the use of Microsoft packages	*	
Basic understanding of website content editing and management		*

Professional Qualifications	Essential	Desirable
None required		