



**making  
physics  
matter**

## **Job description: Programme Assistant**

**Salary:** £27,000–£29,000 per annum plus 4% London weighting

**Reports to:** Head of School Partnerships

**Location:** 1 EdCity, EdCity Walk, London W12 7TF. Office staff have hybrid working arrangements as standard.

**Hours:** Full time (35 hours per week). **1-year fixed term contract.** Flexible working requests will be considered.

### **Job scope**

The Ogden Trust is a charitable foundation, started by Sir Peter Ogden in 1999, which supports the teaching and learning of physics. The Trust supports a range of initiatives, programmes and projects supporting schools, teachers of physics and informal science education.

This role supports a team of Programme Managers/Officers, working under the Head of School Partnerships, to deliver the Trust's programmes.

This post will have specific responsibility to the School Partnerships team in the first instance. The School Partnerships programme offers funding and support to groups of schools in England that are committed to enhancing physics teaching and learning. There are approximately 120 school partnerships.

The post holder will also be required to contribute to other projects/programmes to aid the Trust's activities, particularly with regard to event management. The role occasionally involves some work in the evening and at weekends, which will be managed in line with our time off in lieu (TOIL) policy. The role will also involve some UK-wide travel.

### **Key tasks and responsibilities**

1. Provide the administrative function for the team, including distribution of agendas, minutes of meetings and booking meeting rooms.
2. Organise and support in person and online events related to allocated programme, such as teacher conferences and webinars.
3. Arrange and process funding for the allocated programme and affiliated consultants.
4. Prepare, issue and process grant award forms using our grant management platform.
5. Request, process, and collate the data for the allocated programme.
6. Manage the email newsletters for the programme, gathering content, sending and analysing.
7. Serve as a point of contact for queries on the School Partnerships programme.
8. Oversee the updating of the relevant sections of the website.
9. Provide logistical and administrative support to consultants.
10. Liaise with members of the team, teachers, and consultants as appropriate.

## Person specification

### Knowledge

- Excellent knowledge of office systems and procedures, including a good level of competence in Microsoft Office and Customer Relationship Management (CRM) systems Essential
- GCSE Maths and English (or equivalent) with at least 2 years' office-based experience Essential
- An understanding of the education system and the needs of schools, teachers and young people Desirable
- An interest in physics and its broader social significance Desirable

### Experience

- Experience of programme administration Essential
- Experience of working in a team environment Essential
- Experience of events organisation Essential

### Skills

- Excellent interpersonal and communication skills Essential
- Excellent organisational and administrative skills Essential
- Excellent attention to detail Essential
- Good problem-solving skills Desirable
- Accurate and effective minute taking Desirable

### Abilities

- Able to meet deadlines under pressure, often balancing conflicting priorities Essential
- Able to maintain confidentiality at all times Essential
- Adaptable and flexible with the ability to work effectively in a team and alone Essential

### Personal qualities

- Maintains a friendly and professional approach when dealing with a variety of people Essential

### Circumstances

- Able to work in a non-smoking environment Essential
- Able to be flexible about working hours, including working evenings and weekends on occasion and travel to visit schools Essential

This is a description of the job as it is presently constituted. It is the practice of the Trust to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are reasonably required, in discussion with the postholder.