

## Job Advertisement: Trust Project Coordinator

The Propeller Academy Trust is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.

### Job details

**Location:** Working mainly from the Trust Office in Wantage, with travel required across our school sites (Oxfordshire and Bracknell) as well as attending recruitment fairs and supplier exhibitions as required.

Please note that in the early days following appointment to the role, a significant amount of time will be working in North Oxford.

**Salary:** Grade 6-8, Actual £24,702-£32,076 based on 37 hours per week (£12.80-£16.63 per hour). Rate will be dependent on experience

**Hours:** 37 hours per week, to be worked between Monday and Friday.

**Contract type:** Permanent, full time

**Reporting to:** Chief Operations Officer

**Responsible for:** N/A

### Main purpose

The successful candidate will be responsible for multiple project areas, examples of which include but are not limited to the following.

- To undertake the procurement of goods and services on behalf of the Trust ensuring that value for money is at the core of every purchasing decision.
- To oversee and manage our recruitment activities, working collaboratively and proactively with our Trust/School Leaders and the HR Team, to ensure an excellent experience and service is provided for both candidates and our stakeholders.
- To review, update, and implement new processes and procedures to deliver timely and seamless recruitment campaigns, they will support with the development of talent identification and attraction, promoting opportunities within our Trust.
- To play a crucial part in ensuring the smooth operation of the trust by undertaking financial and administrative tasks, maintaining records, coordinating communication, and supporting various activities within the central team.
- To support the mobilisation of new schools joining the Trust.
- To support the Commercial Manager with marketing and social media campaigns.

### Application process

For more information, please visit the trust website and download the job description and complete our application form. Our website address is <https://propellertrust.org>

Completed application forms can be emailed to [hr@propellertrust.org](mailto:hr@propellertrust.org) or submitted by post to Recruitment, Fitzwaryn School, Denchworth Road, Wantage, Oxfordshire, OX12 9ET.

Please note that CVs will not be accepted. No agency applications either please.

For informal enquiries please contact us at [hr@propellertrust.org](mailto:hr@propellertrust.org)

Applications will be considered on receipt and interviews arranged accordingly.

Please note, the Trust reserves the right to close adverts if a sufficient response is received. Early applications are therefore advised.

If you have not received communication from the Trust inviting you for an interview within ten working days of the closing date of the post, you can assume that you have not been shortlisted on this occasion. We thank you for your interest in the school and encourage you to apply for suitable vacancies in the future.

**The Propeller Academy Trust and its member schools are committed to safeguarding and promoting the welfare of all children and young people according to child protection and safeguarding guidelines. We expect all staff and volunteers to share in this commitment.**

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. All post holders are subject to the necessary pre-employment check, including a satisfactory Enhanced Disclosure and Barring Service (DBS) Check, including a Child/Adult's Barred List check (where applicable to the role in question).**