

Project Administrator for Education

Salary: Band 6 - £28,239 to £32,061 per annum

Hours: 37 hours per week

Contract: 3 year Fixed term contract due to funding

Location: Civic Offices, Guildhall Square, Portsmouth, and home working

Background

You'll be joining Portsmouth's Education Service, which oversees all schools in the city and supports learning opportunities from early years through to age 25. We take pride in our work by valuing others and focusing on what matters most - making a real and positive difference. Our Ways of Working and Guiding Principles reflect our commitment to inclusion, collaboration, and continuous improvement. If these values resonate with you, this could be the role that meets your expectations.

What is the role?

Reporting to the Business Manager and working closely with Education SLT, you will play a vital and varied role in supporting the coordination, administration and implementation of our work with schools, colleges and early years settings.

Key tasks of the role will include:

- Diary and Outlook management
- Co-ordinating and administering meetings with internal and external attendees both on and off-site, including preparing papers and taking minutes
- Preparing and ensuring timely circulation of minutes and agendas (with embedded documents), action tracking/collation and forward planning for meetings.
- Keeping membership/contact lists for boards and meeting groups up to date
- Producing information in a relevant format (e.g., Word, Excel, databases, diagrams and presentations) for reports to governance
- Developing and creating bulletins
- Handling correspondence, including confidential information
- Contributing to project plans including collating information and updating spreadsheets and databases
- Building and maintaining relationships with key partners
- Acting as an initial point of contact for our education providers
- Supporting the organisation of key events and activities
- Monitoring inboxes and responding to emails

General duties may include:

- Placing orders for goods and services and dealing with invoices
- Data entry.
- Maintaining files and documentation.
- Processing reports and updating databases.

Who is the person?

You will have / be:

1. Able to engage and build relationships with senior leaders / staff from schools and partners across education, social care, and health - *Essential*
2. A track record of stakeholder engagement and communicating with a variety of audiences, preferably in the education sector - *Desirable*
3. Excellent interpersonal skills, with the ability to communicate with a wide range of audiences, both orally and in writing - *Essential*
4. Excellent organisational and time management skills, with the ability to prioritise your workload and meet deadlines - *Essential*
5. Clear-thinking, logical and flexible in your approach, able to quickly get to grips with new issues and take a positive, problem-solving attitude - *Essential*
6. Able to use your initiative with minimum supervision, and work independently when required - *Essential*
7. A good team player who collaborates well and keeps others informed - *Essential*
8. Excellent IT skills, with a good working knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook) - *Essential*

Qualifications:

No specific qualifications are required for this role, but you will be expected to have achieved a Level 3 qualification and have GCSE English and Maths (Grade C / Grade 4 or above).

If applying as a secondment you will need permission from your current line to release you for this secondment. Please state you have this on your application form.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

General Data Protection Regulation (GDPR)

Portsmouth City Council is the Data Controller of any personal information you provide when applying for a job. It will only be used in connection with the recruitment process and will not be kept for longer than necessary. For more detailed information you can access the Data Protection Privacy Notice on our careers portal.