



Partnerships for Jewish Schools (PaJeS) Administrator and Project Support

General Administration

- Work with PaJeS' Primary and Secondary School Project Advisors to ensure that all aspects of administration run smoothly and efficiently
- Provide administrative support for the smooth running of on-going programmes
- Ensure that school visits are co-ordinated and recorded including any follow up action required
- Assist in arranging for speakers to visit schools
- Maintain up to date records of key school contacts
- Keep track of the relevant curriculum materials needed at each school
- Manage all correspondence appropriately
- Arrange and take minutes at meetings identifying action points and responsibilities

Training Events and Cluster Support

- Liaise with the Primary School Project Advisor or Secondary School Project Advisor prior to each event and develop an event plan
- Co-ordinate cluster group meetings and regularly liaise with cluster group members
- Send invitations to participants, liaise with them regularly and compile a final list of participants
- Book venues in advance of training days, anticipating all needs
- Carry out everything necessary to ensure training days run smoothly, including setting up training rooms, printing resources, ensuring that refreshments are available and registering participants on arrival
- Arrange evaluation and follow up with participants

Curriculum and Speaker Support

- Arrange speakers for schools, monitoring correspondence with them and the schools, ensuring their accommodation or catering needs are arranged etc...
- Ensure evaluation after the visits and manage any follow up
- Assist in preparing curriculum materials, proofreading, and overseeing their production where needed

Financial Administration

- Liaise with PaJeS Finance Manager about invoicing and finance
- Process and issue invoices in relation to programmes
- Manage expenses and budgets for programmes

The PaJeS team is warm and friendly and we are looking for someone who will fit into the congenial atmosphere of our office and will work flexibly as required within the wider PaJeS team.