



## Projects Assistant (Business Development)

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Summary of the role:**

To provide dedicated administrative and project support to the Senior Deputy Head in relation to business development initiatives across the school. This role is separate from the academic life of the school but requires awareness of the school context. The Projects Assistant will support with research (online and in person), communication, drafting of documents and policies, and the coordination of development projects.

**Reporting: to:**

Senior Deputy Head

**Main Duties and Responsibilities:**

- Supporting the Senior Deputy Head with business development projects through research, analysis, and the preparation of reports and briefing papers.
- Drafting and proof-reading correspondence, proposals, and policy documents.
- Assisting with the preparation of presentations and communication materials for internal and external stakeholders.
- Undertaking online and in-person research to inform new initiatives, partnerships, and income diversification projects.
- Helping to coordinate meetings with external organisations, including arranging schedules and ensuring follow-up actions are completed.
- Providing administrative support for project work, including filing, record-keeping, and maintaining clear documentation.
- Supporting communication between the Senior Deputy Head and other staff, governors, parents, or external partners as appropriate.
- General administrative tasks (typing, photocopying, collating information, preparing briefing packs).
- Other project support duties as reasonably required by the Senior Deputy Head.



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| <b>Safeguarding responsibilities</b> | Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact. |
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

| Person Specification  |   |  |   |
|-----------------------|---|--|---|
|                       | Essential   | Desirable  | Method of Assessment  |
| <b>Qualifications</b> | <ul style="list-style-type: none"> <li>A good standard of education with at least 5 GCSEs at grade C/4 or above (or equivalent).</li> </ul>   |  | <i>Production of the applicant's certificates.</i><br><br><i>Discussion at interview.</i><br><br><i>Independent verification of qualifications.</i> |
| <b>Experience:</b>    | <ul style="list-style-type: none"> <li>Working both independently and as part of a team.</li> <li>Research and analysis, including presenting findings clearly and concisely.</li> <li>Events organisation and coordination.</li> </ul>   | <ul style="list-style-type: none"> <li>Experience of working in a busy office or school environment is desirable.</li> </ul> | <i>Contents of the application form.</i><br><br><i>Interview.</i><br><br><i>Professional references.</i>  |
| <b>Skills</b>         | <ul style="list-style-type: none"> <li>Methodical, organised, and flexible approach to work.</li> <li>Effective listening, verbal and written communication skills.</li> <li>Strong interpersonal skills and ability to build professional relationships with a diverse range of people.</li> </ul> |  | <i>Contents of the application form.</i><br><br><i>Interview.</i><br><br><i>Professional references.</i>  |



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|   | <ul style="list-style-type: none"> <li>• Ability to plan, organise, and prioritise workload to meet deadlines.</li> <li>• High level of professionalism and attention to detail.</li> <li>• Capacity to maintain confidentiality and discretion at all times.</li> </ul>  |  |   |
| <b>Knowledge</b>  | <ul style="list-style-type: none"> <li>• Administrative systems and procedures.</li> <li>• Information management and record-keeping.</li> <li>• IT systems and packages, particularly Microsoft Office.</li> </ul>   |  | <p><i>Contents of the Application Form.</i></p> <p><i>Interview.</i></p> <p><i>Professional references.</i></p> |
| <b>Personal competencies, qualities, attitude and behaviors</b> | <ul style="list-style-type: none"> <li>• Must be empathetic to the Catholic and Benedictine ethos of the school.</li> <li>• Friendly and professional manner.</li> <li>• Open-minded, proactive, and down to earth.</li> <li>• Able to work effectively as part of a team.</li> <li>• Calm and resilient under pressure.</li> </ul> |  | <p><i>Contents of the Application Form</i></p> <p><i>Interview</i></p> <p><i>Professional references</i></p>    |