

## Application pack

### Office Administrator – Maternity Cover

We are seeking a dedicated individual for a maternity cover position. Our preferred start date is 7 January 2025 and the post will continue until mid-January 2026 or the return of the postholder, whichever comes sooner.

#### About the Primary Science Teaching Trust (PSTT)

PSTT is a registered charity with a clear vision – we want to see excellent teaching of science in every primary classroom in the UK. We believe it is vital that children are engaged and inspired by science from an early age. We want to draw on their natural curiosity to help them explore, understand and ask questions about the world around them. Scientific skills and knowledge are essential for every child, whether or not they become a scientist, engineer or medic.

We've built a [Primary Science Teacher College](#) of over 200 outstanding Fellows, each helping to shape and influence science teaching across the UK. We produce great resources that improve how science is taught and planned, including through the award-winning Explorify website. We provide professional learning and development that supports thousands of schools each year, through our national CPD programme and our network of Regional Mentors across England.

Through our new strategy, we are refining PSTT's approach (building our work around a clear definition of what excellence in primary science means), targeting our efforts (giving our most intensive support to schools and teachers that need it most) and focusing on the impact of our work. For more information on PSTT's strategy, definition of excellence, and theory of change, visit [pstt.org.uk/our-vision-strategy](https://pstt.org.uk/our-vision-strategy).

#### Job summary

The Office Administrator plays an important role in PSTT's central administration, operations and office functions. They are the public first point of contact for general enquiries. They are responsible for various areas of administration involving our staff, Fellows, trustees and external organisations. They play a logistical role in several important areas of PSTT activity: supporting planning, logistics and key processes for our College Conference, awards, College Bulletin and other events and activities. The role also involves the collection, collation and maintenance of essential PSTT data sources.

This would be a great opportunity for someone with strong administration skills and/or for someone seeking their first post in the charity sector.

## Key facts about this role

<b>Salary</b>	Starting salary from £22,860 (FTE), subject to experience
<b>Hours</b>	35 hours per week (full time), usually worked between Monday-Friday. There may be scope for job-sharing, so please apply if you are interested in taking a part-time role
<b>Location</b>	Hybrid - expected to spend at least 2 days per week at the office in central Bristol (BS1)
<b>Contractual basis</b>	Maternity cover
<b>Pension and benefits</b>	Employer pension scheme (5% contribution); enhanced sick pay and maternity/paternity/adoption pay, detailed in our pay and reward scheme
<b>Annual leave</b>	28 days per annum (of which 3 days must be taken during the Christmas closure period) plus public holidays, pro rata
<b>Travel</b>	The job may require some travel within the UK and occasional overnight stays. Expenses will be reimbursed
<b>Line manager</b>	Operations Manager
<b>Start date</b>	Preferred start date 7 January 2025

## Job responsibilities

1. Deal with enquiries, including:
  - General PSTT enquiries received by email or phone
  - Specific enquiries sent to the PSTT team, including Area Mentors and Regional Mentors
  
2. Administrative responsibilities:
  - Maintain data on Fellows and/or schools
  - Maintain data held on the PSTT CRM system
  - Implement and maintain office systems and procedures
  - Use WorkNest learningnest to manage staff Health & Safety training
  - Make group or individual travel arrangements and bookings for staff and trustees
  - Manage post in and out of the office
  - Collate feedback for Regional Mentors and Area Mentors
  - Manage PSTT memberships of the Association for Science Education, Chartered College of Teaching and other external organisations

- Send published PSTT resources to the national libraries' Legal Deposit Scheme and British Library
  - Schedule monthly team meetings and take minutes
  - Support the Operations Manager as required
3. Other key tasks:
- Collate and send the weekly College Bulletin
  - Set up and facilitate/produce PSTT webinars and online events as required
  - Organise key processes for the Primary Science Enhancement Award
  - Lead logistics and administration for the Primary Science Teacher Awards
  - Support planning and delivery of the College Conference, public events and other PSTT activities, liaising with staff, Fellows, venues and suppliers as required
  - Maintain a grant information spreadsheet for inclusion in the College Bulletin
  - General research tasks and data collection as required
4. Report to the Operations Manager on progress on all areas of responsibility, identifying any areas for further development and improvement
5. Participate in regular team meetings and other cross-team activities as required
6. Take on other responsibilities that the Operations Manager may reasonably delegate to you

## Person specification

	Criteria	Essential	Desirable
<b>Knowledge and experience</b>	Experience of working with a range of internal and external stakeholders	✓	
	Experience of working on events (face-to-face and/or online)		✓
	Knowledge of Adobe Acrobat Pro and InDesign		✓
	Previous experience of taking comprehensive minutes of meetings		✓
<b>Skills, abilities and attitude</b>	Excellent written and oral communication skills	✓	
	Excellent organisation, planning, time management and administrative skills	✓	
	Highly competent in the use of MS Office (in particular Outlook, Word and Excel)	✓	
	Ability to work accurately with good numeracy and an eye for detail	✓	
	A positive attitude; flexible and adaptable	✓	
	Excellent interpersonal skills and ability to work as part of a team	✓	
	Interest in the work of PSTT and commitment to our vision	✓	
	Commitment to equality, diversity and inclusion	✓	
	High level of initiative		✓

## How to apply

- If you would like more information before deciding whether to apply, please contact [info@pstt.org.uk](mailto:info@pstt.org.uk)
- Complete the official job application form (available at [www.pstt.org.uk](http://www.pstt.org.uk)) and return this to [info@pstt.org.uk](mailto:info@pstt.org.uk) by the deadline of **5.00pm, Friday 15 November**. Please note that it is particularly important to complete the Supporting Statement as fully as possible. This section helps us to understand how you meet the key job criteria, and our shortlisting process will rely significantly on this statement. Please don't send a CV or other information, as these will not be considered when shortlisting.
- Please complete our Equal Opportunities Monitoring questionnaire at <https://forms.gle/WsrGxkXP44PPizXP7>. Completing the survey is optional but provides PSTT with valuable information about the diversity of applicants. It is anonymous and we will not consider it as part of the application process. Please **do not** send us a copy of the completed survey.

## What will happen next?

- We will send an email acknowledgement to all applicants. If you do not receive an acknowledgement by 1.00pm on Monday 18 November, please contact us. We are not responsible for applications that do not reach us, or that arrive after the deadline.
- We will assess the applications and select candidates for interview. We will contact you directly to tell you whether you have been successful.

### **Provisional interview dates: week beginning 25 November**

- We will make a provisional offer of employment to our chosen candidate(s). We will then take up references and, if these are satisfactory, confirm the job offer.

We reserve the right not to make an appointment if we judge that none of the candidates meet the required standard.

## Equality, diversity and inclusion

PSTT is committed to making equality, diversity and inclusion part of everything we do. We believe that our organisation benefits from having a diverse and inclusive workforce. We positively encourage applications from suitably qualified and eligible candidates from all backgrounds.

If we can make any reasonable adjustments to support your application, please note this on the application form or in your covering email.

## Use of personal data

PSTT understands the importance of personal data and takes responsibility for its security seriously. For the purpose of recruitment, PSTT considers it a legitimate interest to collect personal data and this will need to be shared with specific people within PSTT. This includes those involved in HR and interviewers (who may include independent advisors). We will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

We hold personal data securely within Microsoft 365 and/or Beacon CRM and this may be transferred outside the UK and the EU only for the purpose of providing data backup. Data from unsuccessful candidates will be deleted a maximum of 1 year after the conclusion of the recruitment process.

To request a large print version of this pack, please contact [info@pstt.org.uk](mailto:info@pstt.org.uk)