



Role Title: Network and Events Administrator
Terms and Rate: TBC
Type of Employment: Independent Contractor

Application Deadline: Wednesday 10th May 2023

Main purpose of the role

To oversee the administration of the Montessori Global Education Network through regular communications and asset development, support for database operations and overseeing networking events as the global network grows, and engagement increases.

We have developed a global network of members including education professionals and affiliates all interested to engaging in Montessori discussion and sharing of practice. Another large contingent in our network represents families, parents and those looking to understand and share more about Montessori in practice today. Our graduate community make use of our online network and in-person events for engagement in educational sector research and academic discussion alongside support for their professional development as they remain connected with their studies and colleagues throughout their career journey.

Key areas of focus

1. Maintain databases of Network members
2. Support regular and planned communication activity and updates
3. Oversee administration and support delivery of in-person events
4. Support IT and web-based activity to include webinar administration; film and audio recording processes to enhance community and/ or network activity
5. Engage with new audience members and keep them informed about how the Group will keep them up to date.

This list is not exhaustive and is a guideline of those typical tasks that you will be expected to undertake as a valued member of the team.

This role would suit an experienced Administrator with a firm understanding of organisational admin systems and protocols to enable effective and efficient file sharing and storage (including a variety of web resources and communications assets). High level of accuracy in all work with excellent attention to detail and excellent written English; Good IT skills, including Microsoft Office packages: Word, PowerPoint, Excel, Outlook and databases.

Other Duties

Comply with all Montessori Group policies and guidelines (i.e. H&S, Data Protection, E&D etc.). To ensure continuing professional development and to participate in training where appropriate, keeping up to date with your own subject(s) as well as national and local developments in adult learning.

Guidance for Applicants

Thank you for your interest in working with Montessori Group.

We operate an electronic recruitment process. To apply, please send an expression of interest; your CV and a cover letter detailing how you feel you are suited to the position to recruitment@montessori.org.uk

For an informal discussion about this role, please also contact recruitment@montessori.org.uk

If you require documentation or application processes via an alternative format, please do let us know.

Equality and Diversity - Our commitment

We value and support the contribution of our staff and seek to ensure that all applicants and our staff are supported and enabled and do not face unnecessary barriers to their successful employment. We have set out our commitments in our staff policies including our Equality and Diversity Policy (available to applicants on request).

Interviews

Applicants will be notified by email of our shortlisting processes and interview arrangements as soon as possible after the closing date.

Conditions of appointment

All appointments are subject to the receipt of satisfactory references; proof of identity and right to work within the UK; proof of earnings/qualifications (as necessary) and a period of probation.

