



MONTESSORI
GLOBAL EDUCATION

®

We believe that Montessori is for everyone.

We are a global education organisation championing equitable access to the empowering opportunities of future-focussed sustainable education.

#OpportunityEmpowers

Join us! Recruitment now open for: Community Support & Engagement Coordinator.

Montessori Global Education is looking to recruit support team members in response to our growth and commitment to our wide-reaching, diverse network of partners, affiliates, interested audiences and members plus many graduate, academic and research network contacts.

Maintaining effective engagement with our individual supporters and building models for future development of our community and project networks is an essential area of focus for our team. This work covers our individual members and also our cross-sector interested parties, ranging from grandparents and carers to professionals in industry or community practice – *our audiences continue to evolve!*

This role will be an essential component in our engagement activity. We wish to nurture our audiences and grow our relationships to enhance and facilitate sustainable interest in our global activities. Our organisation is a strong advocate of equality and inclusion, and we welcome applications from across the world, from all backgrounds.

Who are we...

Montessori Global Education is a long-standing education organisation committed to making the Montessori approach available wherever it is needed, anywhere in the world.

The future we envision is a world where:

- The power of Montessori education is available to everyone
- Generations of Montessori-inspired children are educated equitably
- All children have access to the empowering opportunities of future-focused sustainable education.
- Children are confident using the creativity and skills required to secure the future of the world they will inhabit.

Bringing more than 75 years of capabilities and expertise to bear, our organisation is committed to making education more accessible, inclusive and holistic and to bringing the values and principles of Montessori to a generation of lifelong learners. Our many years of experience in training, supporting and connecting educators proves that we put the needs of learners at the heart of all that we do – they are central to our work.

Montessori Global Education
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www.montessori-globaleducation.org

VAT Number: 798 4680 56
Registered Charity Number: 313636
Registered Company Number: 00531204

Montessori Global Education is the working name of Montessori St Nicholas Ltd, a charitable company registered in England, and its subsidiaries.

Montessori – our principles and practices...

Dr Maria Montessori developed an educational method that places the child at the centre of the learning process. Our approach echoes this and we aim to foster joy in learning; we enhance analytical, expansive thinking, nurturing creative, resilient and confident individuals ready to face the 21st century. We are improving outcomes across education, health, economy and social equity through our modern approach to high-quality, sustainable Montessori learning, in and beyond the classroom.

The main aim of Montessori education is to help each individual child reach their full potential in an environment specifically prepared to meet the child's needs and interests. Adults and children are an integral part of this nurturing environment designed to facilitate the Montessori motto of 'following the child'. By allowing children to take the lead and providing an environment that addresses their holistic needs, the Montessori approach naturally fosters learning, creativity, independence, and problem-solving.

The success of the Montessori method has reached almost every corner of the world, and the Montessori classroom is seen as one of the most culturally responsive learning environments. As a relevant and flexible learning pedagogy, Montessori retains clear focus on a series of Key Fundamentals that secure the Montessori Approach in practice – these are shared and commonly acknowledged tenets:

- Supporting the individual as an active learner
- Respecting the inner life of the learner
- Trusting an individual's inner motivation
- Enabling and providing freedom within limits
- Encouraging inner discipline

Reflection upon these fundamentals enables open and engaged consideration of the most appropriate actions for educators as they accompany learners in their learning and development experiences.

What we are looking for...

We are seeking an experienced Administrator, who can:

- Support the updating and sharing of information with our Montessori Global Education Network through regular communications and asset development plus support for database operations as the network engagement increases.
- Curate and support professional packages to our global network of members, sharing insight, data gathering and modelling best-practice, in enhancing the experiences of our wider community
- Inspire and engage our range of audiences to engage and support regular and annual event and offers
- Support IT and web-based activity to include webinar administration; film and audio recording processes to enhance community and/ or network activity (as required/ as appropriate)
- Provide organisational support, advice and information to our audience(s) as appropriate.

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



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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 Global Education 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/child care and education.

Recruitment Process

Applicants who appear suitable will be invited to an informal conversation with the CEO/ fellow team member. Should the applicant wish to move forwards from this initial stage, a more formal call/ induction session will be offered, and further information shared about the duties, so that the applicant feels fully informed, before taking any further decision relating to the role.

Should you have any questions at all – please contact connect@montessori.org.uk

We look forward to hearing from you.

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