



Astrea Academy Trust

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Role Profile

Graduate Project
Coordinator

Astrea Academy Trust

ROLE SPECIFICATION

Academy / Department	Astrea Academy Trust
Post title	Graduate Project Coordinator
Responsible to	Regional Operations Manager
Full time Salary	£28,421 - £31,311
Pro-Rata Actual Salary	NA
Working Pattern	Monday to Friday 37.5 hours
Pension	Local Government Pension Scheme
Working Hours	Monday – Friday 08:30am – 16:30pm
Line Management Responsibility	No

ROLE SUMMARY

Purpose:

The Graduate Project Coordinator will support the planning, coordination and delivery of projects across Astrea Academy Trust.

Working closely with Regional Operations Managers and colleagues across the Trust, the role will provide coordination and administrative support to ensure projects are well-organised, consistently delivered, and aligned to Trust priorities.

This is a developmental role, offering exposure to a wide range of projects across education and corporate services, while building core skills in project coordination, stakeholder engagement and continuous improvement.

KEY AREAS OF RESPONSIBILITY

Project Coordination & Support

- ★ Support the coordination of multiple projects across the Trust
- ★ Assist in maintaining project plans, timelines and key documentation
- ★ Help ensure projects follow the Trust's project framework and agreed ways of working
- ★ Provide administrative support across the project lifecycle, from initiation to implementation

Stakeholder Engagement

- ★ Work with colleagues across schools and central teams to support project activity
- ★ Build positive working relationships with stakeholders
- ★ Support the identification of risks, issues or delays and escalate to senior colleagues where appropriate

Monitoring & Reporting

- ★ Support the preparation of project updates and status reports
- ★ Assist in tracking project progress against milestones and timelines
- ★ Help ensure key information is accurate, up to date and shared appropriately

Risk & Issue Tracking

- ★ Maintain project logs (risks, actions, issues and decisions) with guidance from senior colleagues
- ★ Support the team to monitor timelines and follow up on actions
- ★ Escalate concerns promptly to ensure appropriate support is provided

Process Improvement

- ★ Contribute to improving ways of working across projects
- ★ Support reviews of processes to identify efficiencies and improvements
- ★ Share learning and good practice across teams

Supporting Project Delivery Standards

- ★ Work alongside experienced colleagues to understand and apply project management principles
- ★ Support colleagues in using templates and tools consistently
- ★ Help maintain organised and clear project documentation

Budget & Resource Coordination (Supported)

- ★ Assist in tracking project budgets and updating records
- ★ Support coordination of resources, including meetings, information gathering and logistics
- ★ Work with colleagues to ensure project activity stays organised and on track

Testing & Implementation Support

- ★ Support planning for project testing and implementation activities
- ★ Assist with coordinating feedback from schools and stakeholders
- ★ Help track actions and outcomes following implementation

What We're Looking For

- ★ Recent graduate or early career professional with some work or placement experience
- ★ Strong organisational and communication skills
- ★ Willingness to learn and develop project coordination skills
- ★ Positive, proactive approach with attention to detail
- ★ Ability to build relationships and work collaboratively

PERSON SPECIFICATION

	Essential	Desirable
Education and Training		
GCSE Mathematics and English Grade C/4 or above	•	
A bachelor's degree or equivalent professional experience	•	
Prince2 qualification or equivalent		•
Experience		
Experience of supporting projects, project-based work, or coordinating tasks through education, internships or employment	•	
Exposure to project management tools (e.g. RAID logs, Gantt charts)		•
Experience using Microsoft 365 tools (Excel, Word, PowerPoint, Outlook) to organise and manage work	•	
Experience of working in a structured environment with deadlines	•	
Experience working with multiple stakeholders (e.g. group work, placements, part-time roles)		•
Experience of working with standardised processes or documentation		•
Experience in education, public sector or similar environments		•
Knowledge		
Awareness or interest in the education sector and the challenges facing schools		•
Professional Skills		
Excellent communication, interpersonal and organisational skills, including the ability to work flexibly to meet the needs of the role	•	
Able to plan, monitor, evaluate and review proactively	•	
Prioritises own work when required to meet conflicting deadlines	•	
Ability to build strong and effective relationships with all key stakeholders	•	
Ability to process and manage confidential and sensitive student / employee data	•	
Able to work independently and as part of a team, staying calm under pressure and meeting deadlines	•	
Personal Qualities		
Highly organised and efficient with effective prioritisation skills	•	
Strong inter-personal skills across all levels of seniority	•	
Can-do attitude and solution focused approach with an ability to manage expectations	•	

GENERAL RESPONSIBILITIES

- ★* Contribute to the overall aims of the Trust and Academy Improvement Plans.
- ★* Commitment to continual learning and development of skills.
- ★* Behave in a manner that is professional, friendly and fair demonstrating and role modelling politeness and respectfulness.
- ★* Demonstrate an excellent record of attendance and punctuality.
- ★* Be aware of and comply with Trust policies and procedures including but not exhaustive of:
 - Acceptable Use of IT Policy
 - Code of Conduct
 - Keeping Children Safe in Education (KCSIE 2024)
 - Child Protection and Safeguarding Policy
- ★* Work cooperatively as part of the Trust wide staff team.
- ★* This role profile is not exhaustive and undertaking other duties may be required.

THIRD PARTY CHECK

Is this role subject to the following checks?

Disclosure Barring Service Enhanced Check (DBS)	Yes
Section 128 (S128) check	No
Is this role a Senior Leadership Role with management responsibility for the academy?	

APPLICATION PROCESS

Due to the Education sector requirements and that we must comply with Keeping Children Safe in Education (KCSIE) an application form must be completed. We are unable to accept a CV as form of application. We recognise that our application forms are comprehensive. If you have any difficulties completing, please do contact recruitment@astreaacademytrust.org