

The logo consists of the letters 'T' and 'U' in a bold, sans-serif font. The 'T' is blue and the 'U' is yellow. They are positioned inside a light blue circular background. The background of the entire page features a collage of blue-tinted photos of children in a classroom setting.

TU

TUTORS UNITED

Job Title: Programme Administrator

Salary: £18,000 - £20,000 per annum

Contract: Permanent, 35 hours per week

Location: Shoreditch, London

We envision a world where income has no impact on education. That is why we are on a mission to use the power of tutoring to break down the barriers in education and enable every child to succeed. We are expanding and on the lookout for a Programme, Administrator to join us on this exciting journey!

About Tutors United

We are an award-winning and rapidly evolving social enterprise, delivering confidence-boosting, attainment-raising group tutorials to some of Planet Earth's coolest primary school pupils. We are committed to bringing the benefits of tutoring to every child, ensuring their socio-economic background doesn't hinder how much they can achieve in life.

We do this by hiring and training brilliant university students to deliver after school group tutoring in core subjects with a specially devised curriculum, designed by expert teachers. We are the affordable option for parents and funders who want to see fantastic results for primary school children from low-income households and have a brilliant Programme Administrator position available for an ambitious, dedicated and proactive individual!

Job purpose

The Programme Administrator will provide core support for the programmes team with the operations and coordination of programmes, with a specific focus on data management and collection as we scale our programmes to reach nearly 500 pupils across London and Cambridge!

This will involve working closely with team members, assisting with pupil registration, recruitment and training events, early-stage programme development and data monitoring, to ensure that we are capturing our impact, which will enable us to market our programmes and reach more primary school pupils across the UK.

The Programme Administrator will be the first point of contact for tutors and ensure that the core programme operations are streamlined, automated, and running smoothly, so that the programme is as successful as possible for pupils, tutors, parents, and clients.

We are looking for a hands-on, positive individual, who is prepared to challenge themselves. You will need to be a solution orientated, independent individual who can work well in a small innovative team and adapt to different forms of communication between clients, parents, tutors and sometimes the pupils!

[Click here to see our programmes in action!](#)

If you are passionate about the development of young people and would like to see your ideas and skills come to life and contribute to the growth of a promising social enterprise, then you will love it here!

Key accountabilities

- Coordinating and building tutor timetables to meet the needs of tutors and parents
- Registering new parents and pupils on our programmes into our database
- Communicating with parents and clients and handling general enquiries accordingly
- Assisting the team with running data audits, identifying and filling any gaps within impact data
- Ensuring assessment data is collected on time from tutors and recorded accurately
- Organising assessment moderations during English assessment seasons
- Evaluating the assessment results and using the data to suggest changes in the programme and operations
- Coordinating, lesson observations, tutor training events and delivering parent training evenings
- Assisting with tutor recruitment and processing tutor DBS checks during recruitment seasons
- Supporting the team on the development of new programmes and launching programmes in new areas
- Supporting the tutors who are promoted to 'Tutor Leaders' and monitoring the performance of the three different area groups

Technical competencies

- 'Can do' attitude
- Strong verbal and written communication skills
- Strong IT skills including Excel and use of word processing packages, including Microsoft Office
- Strong organisational and time management skills
- Strong problem-solving skills and administration skills
- Good numerical skills and the ability to handle and work with data
- Ability to prioritise tasks, interpret and analyse information
- Ability to present at meetings (internal and external)
- Proactive individual, able to work in a team and also independently

Requirements

- Driven by our mission to use the power of tutoring to break down the barriers in education and enable every child to succeed
- Experience working with data, timetabling and streamlining administrative tasks
- Strong stakeholder management and relationship building skills (internal and external)
- Experience working in a fast-paced environment

Benefits

The chosen Programme Administrator will benefit from 22 days of holiday and an additional two week break during Christmas holidays. There is a flexible working environment, with 'work from home days' and termly activity-based socials for tutors and staff to celebrate the hard work and achievements of the TU Team. We have a friendly, humorous team culture - so we hope you will be prepared to share your best jokes!

[Click here to see our programmes in action!](#)



How to apply

To apply for the role, please send your CV and cover letter to careers@tutorsunited.org along with an answer to the following question:

How can Tutors United evidence the impact they have on young people in the UK? (You may answer in any manner you wish!)

Applications close at 11 pm on Friday 29th June and interviews will be held on **Friday 6th July**. Successful applicants will be contacted on Tuesday 3rd July.

If you have any questions or would like further information, then please contact Joel Davis on joel.davis@tutorsunited.org or 07557751241. Good luck! 😊

[Click here to see our programmes in action!](#)