

Workshop Coordinator – based at Dry Drayton

Hours:	37 and a half hours per week
Base:	Dry Drayton (but also responsible for Hemel Hempstead)
Reports to:	Office Manager
Hours:	10.00 – 6.00
Holiday entitlement:	28 days paid annual leave

Responsibilities:

Workshop

- Maintains school kits.
- Ensures the workshop is stocked with required materials at all times. This includes regular monitoring and ordering. Liaises with workshop team to ensure adequate materials are in stock.
- Supports teaching team in ensuring all kits are maintained to the highest standards and ready when required.
- Works closely with admin team to ensure kits are prepared for collection by teachers.
- Oversees the preparation of materials for Dry Drayton (DD) and Hemel Hempstead (HH) hubs.
- Prepares materials for Virtually Off the Page.
- Makes props; repairs and replaces kit items as and when.
- Manages movement of kits from DD to HH.
- Regularly cleans kits and ensures organisation and cleanliness of workshop and storage areas.
- Sources new kit items, when necessary, with support from workshop team, for HH and DD in a timely manner.
- During school holidays, overhauls the kits and ensures stock is up to date at both HH and DD
- Works with team on office days to ensure that all kits are ready and any other workshop jobs are done.
- Supports teachers to be able to deliver excellent sessions to schools using excellent kits.

VOPs

- Works closely with admin team to ensure prompt response and timely delivery of VOPs to schools.
- Works with workshop team to help prepare VOPS for delivery.
- Arranges and tracks the delivery of the VOP from DD to school.
- Liaises with teachers and schools to advise about delivery, supply YouTube videos.
- Ensures continuous communication with admin team to monitor VOP capacity.

Orders

- Works closely with admin team, teachers and workshop teams to monitor stock levels.

- Works with workshop teams ordering supplies when necessary and liaises with finance about invoices and payment.
- Works with suppliers to find the best value for money and set up trade/business accounts.
- Keeps the orders register up to date.
- Arranges and receives delivery of stock to correct site.

Company Values

- Is committed to the ethos, values and success of the company.
- Acts as a professional representative of the company at all times

Health and Safety

- Adheres to the company's Health and Safety Policy both at the office locations and whilst on school sites with clients.
- Shares the role of Fire Marshal and First Aider
- Takes reasonable care of own well-being and that of other employees through adherence to OTP's Health and Safety Handbook

Safeguarding

- Safeguards and promotes the welfare of children in clients' schools by doing what is in the best interests of the child at all times, as detailed in OtP Child Protection Policy
- Takes professional approach
- Maintains confidentiality at all times, as detailed in the Contract of Employment
- Maintains professional and positive relationships with clients and with colleagues.

Marketing

- Raises the profile of the company by, for example, promoting courses to clients or by making schools aware of other days offered.

GDPR

- Safeguards data and complies with data protection law as part of everyday working practice, as set out by OTP's Data Policy and Procedures

Other

- Performs any other reasonable duties as required by the Managing Director

Salary: £24,700 per annum + 8.5% non-contributory pension

Holiday entitlement: 28 days/year

Working Hours: 10.00 a.m. – 6.00 p.m. Monday to Friday

Deadline for applications: Monday 22nd April 2024

How to apply:

Please send your CV with a covering letter to:

Llewela@historyoffthepage.co.uk

Interviews to be held: Monday 29th April 2024

For further information please contact: cinnamon@historyoffthepage.co.uk