



Job Description & Person Specification

EDSP Project Support Officer

Electronic Development Support Passport (EDSP) District-Wide Rollout — Education Alliance for Life Chances (EALC), in partnership with Born in Bradford's Centre for Applied Education Research (CAER)

Employer	Education Alliance for Life Chances (EALC)
Delivery partner	Born in Bradford - Centre for Applied Education Research (CAER)
Contract	Fixed-term, 2 years (Autumn 2026 - Sept 2028), full-time (open to secondment)
Salary	Up to £32,000 per annum (dependent upon experience)
Location	Bradford, with occasional travel to primary schools across the district
Responsible to	Director (day-to-day direction from the Delivery Lead)
Direct reports	None
Working with	Delivery Lead, Helpdesk Officer, school administrative contacts, CAER research team

About the Programme

The Electronic Development Support Passport (EDSP) is a free, teacher-led online tool, developed by Born in Bradford, that helps schools identify and meet children's developmental needs earlier and more effectively. It builds on the principles of the Early Years Foundation Stage Profile (EYFSP), giving teachers a structured way to assess strengths and needs across 12 key developmental domains and to link straight to evidence-based resources through Healthier Together, an NHS-backed platform.

Following a successful research rollout, Born in Bradford's Centre for Applied Education Research have commissioned EALC to implement the EDSP at scale across approximately 170 primary schools in Bradford over two academic years, delivered in two sequential waves. The programme will refine the EDSP's scientific and psychometric basis, embed it within schools' safeguarding, SEND and pastoral practice, and generate evidence to inform national policy on early identification and inclusive education.

Purpose of the Role

- Provide day-to-day administrative, coordination and reporting support to the Programme Director and Delivery Lead across the EDSP rollout.
- Keep the programme organised, on schedule and well documented, so the delivery team can focus on working with schools.
- Support communication with schools and partners, and help gather and organise data and feedback for reporting and evaluation.

Key Responsibilities

Programme administration

- Provide administrative support to the Programme Director and Delivery Lead, including diary coordination, meeting logistics and correspondence with schools and partners.
- Maintain accurate programme records, including use on our Customer Relationship Management (CRM) system for school contact lists, participation status and training attendance.
- Prepare agendas, papers and minutes for the Schools Working Group and other programme meetings, and track resulting actions.
- Support budget administration, including processing invoices, tracking expenditure and maintaining simple financial records for the Programme Director.

Communications and school liaison

- Act as a first point of contact for general enquiries from schools, directing them to the Delivery Lead, Helpdesk Officer or Programme Director as appropriate.
- Help prepare and distribute communications, updates and guidance materials to schools and MATs, keeping messaging consistent.
- Support the organisation of training sessions, webinars and events, including bookings, materials and attendance tracking.

Data, feedback and reporting

- Collate school feedback, survey responses and helpdesk data to support iterative improvement of the rollout.
- Assist in preparing termly progress reports for the Programme Board, pulling together uptake, completion and engagement data.
- Support CAER's evaluation activity by helping schools understand data collection requirements and coordinating logistics for focus groups, interviews and reviews.

Person Specification

Essential

- Experience in a project, programme or administrative support role, ideally in education, children's services or the public sector.
- Strong organisational skills and attention to detail, able to manage multiple tasks and deadlines at once.
- Confident using standard office software (e.g. spreadsheets, word processing, email calendars) to maintain records and produce reports.
- Good written and verbal communication skills, comfortable liaising with school staff and external partners.
- Able to handle sensitive information appropriately and in line with data protection requirements.
- A proactive, helpful approach and willingness to get involved across different areas of the programme as needed.

Desirable

- Experience working with or in primary schools.
- Familiarity with data protection, GDPR or information governance requirements in an education setting.

- Experience supporting board or governance meetings, including minute-taking and action tracking.
- Experience of using a Customer Relationship Management (CRM) system

Terms and How to Apply

This is a fixed-term, full-time post for the two-year duration of the EDSP district-wide rollout (Autumn 2026 - summer 2028), hosted by the Education Alliance for Life Chances. The postholder will be based in Bradford, with regular travel to schools across the district.

EALC welcomes applications from candidates seeking to take up the role through a formal secondment from a school or Multi Academy Trust. Secondments offer an opportunity to strengthen system leadership capacity across the district and ensure learning flows back into schools.

Applicants wishing to apply on a secondment basis must secure written permission from their Headteacher, CEO or appropriate senior leader prior to submitting an application. Confirmation of organisational support will be required at the point of appointment.

Please apply by sending a covering letter which clearly address each of the criteria in the person specification (max 2 A4 pages) and an up to date CV. Please email to: kathryn@educationallianceforlifechances.org.uk.

Key Dates

- Deadline for applications: 8am Friday 25th September 2026
- Interviews: Thursday 1st October 2026

Please note: If you have not heard from us by the date above, please assume that your application has not been successful on this occasion. Unfortunately, we are unable to provide individual feedback to candidates who are not shortlisted.