JOB DESCRIPTION

**Job Title:** Shanidar Teaching School Administrator (maternity cover)

**Responsible to:** The Director of the Shanidar Teaching School Alliance

**Working pattern:** 16 hours per week term time only (flexible working pattern)

**Salary Range:** Level 4 (SCP 26 – 31) £23,398 - £27,668 (note: this will be pro rata to 16hrs)

**Contract:** Fixed term contract for 7 months from 3rd December 2018 to end of June 2019

**PURPOSE OF JOB**

The Shanidar Teaching School Alliance has been approved in Cohort 10 by the Department of Education to provide high quality Initial Teacher Training, Continuous Professional Development and School to School support across the West Yorkshire Region. This develops the work of a local partnership of special schools in Bradford (known as the Bradford DAP) to expand provision across the region.

This is a finance and coordination role which will support our Teaching School Alliance in the delivery of high quality initial teacher training, professional development and school improvement across schools in Bradford. We are seeking to recruit a suitably qualified and experienced administrator for maternity cover for the current post-holder who will work directly to the Director of the Teaching School Alliance. Ideally you will have extensive experience of working in an administrative role, be an expert in using Microsoft Excel, have excellent communication and interpersonal skills combined with strong organisational and administrative abilities. Whilst the post is based at Southfield School, there will be some occasional travel to meetings in other schools and so an ability to drive would be an advantage.

**Main Duties**

*Administration and Support*

* Act as first point of contact for Teaching School business.
* Promote the work of the Teaching School amongst colleagues, staff and stakeholders within school and externally in a manner which fosters trust, professionalism, collaboration, support and positivity.
* Carry out a range of administrative duties, e.g. organising meetings, responding to enquiries, accurately producing, storing and retrieving paper and electronic documents.
* Set up and maintain manual and computerised record information systems e.g. contracts, trainers, schools, events.
* Monitor and evaluate feedback from events and prepare summary reports.
* Attend meetings; take and distribute minutes.
* Organise and co-ordinate events, including handling course bookings, setting up and closing down on the day, room booking and layout, provision of AV equipment, resources and hospitality.
* Prepare marketing and publicity materials to promote teaching school events and the Initial Teacher Training (ITT) programmes. Distribute through a wide range of media, including email, LinkedIn and the website.
* Assist the ITT Co-ordinator, for example with recruitment of students through UCAS, maintain and update trainee records.
* Assist the Continuous Professional Development (CPD) Co-ordinator to set up and support training and information events.
* Liaise with trainees, schools, university partners and other contributors.

*Financial*

* Produce budget information to show projected spend forecast and actual spend to date against budget headings.
* Lead on the development of robust systems to ensure that regular fees and income are received, for example annual membership fees and project grants.
* Liaise with the finance department at Southfield Grange Trust to monitor payments and chase up outstanding debts.
* Assist in price negotiations for Teaching School services and group contracts for services for member schools, ensuring value for money in line with Southfield Grange Trust policy on general finance.
* Keep accurate records of event costings and regularly appraise the Teaching School Director of forthcoming events and bookings, to enable financial viability of the provision to be assured
* Work co-operatively with the School Business Manager and Admin Team to ensure consistency and mutual support of the Southfield Grange Trust.

*General*

* + - * Participate in training and other learning activities as required, and identify own areas of strength and development needs.
* Participate in the Southfield Grange Trust annual Performance Review and Development process.
* Comply with all policies and procedures, including Child Protection and Safeguarding, Health and Safety, confidentiality and data protection.
* Maintain confidentiality in respect of all records and information.

The post holder may undertake any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the Job Description in specific terms following consultation with recognised Trades Unions.