



JOB DESCRIPTION

TITLE OF POST: Teaching School Admin Officer

SALARY GRADE: Scale 4 scp18-21 £18,870 - £20,541 pro rata
Fixed term until 31st October 2019 (to be reviewed September 2019)
35 hours per week, term time only plus one week

RESPONSIBLE TO: i] Teaching School Director
li] Business Manager

PURPOSE OF JOB:

- To provide full administrative support to the Director of the Teaching School in delivering on the main objectives of this service.
- The role will have specific emphasis on supporting with the School Direct Program including recruitment, monitoring and resourcing.
- To produce financial reports and assist with financial returns.
- To market effectively and manage events and hire of facilities.
- To maintain accurate registers and to manage the Teaching School diary and the Teaching School Data Hub return to the DfE. This is a key position within our Teaching School.
- The role demands exceptional people skills and customer focused attention to detail together with energy and enthusiasm and the willingness to go the extra mile.

KEY DUTIES & RESPONSIBILITIES

Teaching School Business

- Maintain the Teaching School diary and associated cycles.
- Undertake/deal with all correspondence.
- Prepare papers/co-ordinate arrangements for Teaching School meetings and provide administration and organisational support including minute taking.
- Maintain administrative oversight of all Teaching School activities (Initial Teacher Training (ITT); Continuous Professional & Leadership Development (CPLD); School to School Support (StSS)/Specialist Leader of Education (SLE) deployment).
- Maintain and monitor Universities & Colleges Admissions Service (UCAS) system for School Direct.
- Recruitment and marketing of School Direct programme along with Director of Teaching School ensuring sufficient, appropriate materials are available for each. This is likely to include some out of hours events (approximately 5 per year).
- Organise School Direct interview process including rooms, pupils, refreshments, staff and all paperwork.
- Be the first port of call for the University partner in dealings regarding trainee teachers.
- Ensure all resources and arrangements are in place for School Wide Development Sessions (training for School Direct trainees) in line with the calendar.
- Collate placement review information and data for all trainees and provide it to the University in a timely manner.
- In conjunction with the Director of Teaching School, populate the template ahead of the Annual Monitoring Review.
- Produce a marketing brochure for Teaching Schools and market courses with other schools (Admin support).



- Promote all CPLD events across all partnerships on a weekly basis and additionally as appropriate.
- Liaise with external presenters to ensure quality provision.
- Provide, administer and collate evaluations for our own Teaching School training events in line with the Key Performance Indicator (KPI) for CPLD.
- Assist in the Teaching School Data Hub submission on a monthly basis..

Teaching School Hire

- Monitor and respond to bookings and enquiries through the online School Hire system.
- Oversee the standard of maintenance of all rooms and open areas to ensure they are commensurate with expectations.
- Ensure that the welcome screen is updated daily, indicating bookings and availability.
- Ensure all rooms are equipped as per the requirements of the hirer.
- Meet and greet hirers at the start of the day and attend to their needs across the duration of the booking.
- Maintain the Teaching School diary in line with bookings to guard against overbooking .
- Deal with personnel/confidential correspondence.
- Undertake general correspondence including evaluations for our own Teaching School CPLD events.
- Attend weekly event meetings to assist in the co-ordination of room hire requirements.

Marketing

- Work with the Director of Teaching School to plan and deliver the full range of marketing activities over the course of the academic year (in line with the Teaching School Action Plan).
- Ensure that the Teaching School section of the main school website is updated regularly.
- Recruitment and marketing of all events and programmes along with Director of Teaching School ensuring sufficient, appropriate materials are available.
- Work with newspapers, magazine and online agencies to deliver a considered and cost effective advertising programme through a variety of media.
- Research other school publicity constantly seeking new and improved ideas.

Administration and Organisation

- Manage manual and computerised record information system including diary management.
- Maintain accurate registers of delegates attending Teaching School conferences and events.
- Adhering to GDPR regulations, create a database of delegates as a mailing list.
- Keep account records of Teaching School budgetary spending and income and monitor spending against agreed budget.
- Collate information to raise invoices for School-to-School support, SLE deployment.
- Raise orders/invoices and work alongside the Finance Manager to ensure accuracy of accounts and adherence to financial procedures.
- Assist with the completion and submission of the Collaborative Fund Evaluation Return to the DfE along with all other financial return information.
- Analyse and evaluate data/information and produce reports and information as required.
- Ensure the Teaching School brand retains its integrity with marketing and promotion of the school.