

## **JOB DESCRIPTION – SCITT Admin and Finance Assistant (Grade 3)**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

**Reporting to:** Teaching School and SCITT Manager

**Hours:** 37 hours per week – Term time only plus seven days  
(Two days during autumn half term, five days in the last week of the summer holiday)  
Monday- Thursday 8:15am-4:15pm  
Friday 8:15am- 3:45pm

**Job Purpose:** To provide administration support as a member of the school's finance and administration team.

### **Duties and Responsibilities:**

#### *General Admin support:*

- To send out agendas, take minutes and attend all SCITT meetings. To keep track of actions from these meetings and ensure that they are completed.
- To assist the SCITT Director and Teaching School and SCITT Manager in collating evidence, evaluations and reports that are required for QA purposes and for the external moderator.
- Maintain and update The Coventry SCITT websites.
- Under the direction of the Teaching School and SCITT Manager, produce and distribute marketing materials for the Coventry SCITT. Utilise social media to update and inform partner schools and trainee teachers.
- Undertake a range of clerical tasks including word processing, faxing, filing, photocopying, collating, and any other ad hoc clerical duties as may be required.
- Assist the School finance and admin team when required.

#### *SCITT Admin support:*

- To manage the NCTL Data Management System to ensure that places are bid for correctly.
- To manage the UCAS weblink and sift all applications.
- To ensure that all partner schools have access to the correct documentation and assist the Training Manager in ensuring that all are handed in on time.
- To check that candidates applying have the correct qualifications and meet the ITT criteria document issued by the NCTL.
- To become NARIC trained.

- To plan and co-ordinate the interview process, ensuring that all staff and candidates are communicated to effectively and clearly and have a clear knowledge of the day. The day should be as enjoyable for the potential trainee as possible, ensuring that they get a chance to meet the students and get a tour of the school.
- To ensure that all partner schools know the outcomes of the interviews.
- To ensure that all administrative processes run smoothly.
- To liaise with the Training Manager, Professional Studies Tutors and Subject Development Leaders to print and prepare resources needed for their training sessions.
- Liaise with partner schools about the School Experience Programme and advertise these placements at universities.
- Check the qualifications and official documentation of applicants to The Coventry SCITT and create and maintain a database to record this information.

### **Other Duties**

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.
- Undertake training as may be required to fulfil the duties of the post
- Carry out the duties of the post with due regard to the School's Equal Opportunities Policy, Health and Safety Law, Financial and Audit requirements.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs.

### **Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

## **Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

## **Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

## **Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

## **Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

## **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: W. Tomes (October 2017)***

## PERSONNEL SPECIFICATION

SPECIFICATION	ESSENTIAL	For Office use only
<b>KNOWLEDGE</b>	Of: <ul style="list-style-type: none"> <li>Computerised systems (e.g. Word, Excel)</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Effective communication skills in order to work with colleagues and students in providing guidance, sharing good practice, and to assist in understanding and resolving questions or issues raised</li> <li>Excellent numeracy skills</li> <li>Excellent literacy skills in order to provide the required level of support</li> </ul>	
<b>ABILITIES</b>	To: <ul style="list-style-type: none"> <li>Understand and interpret requirements accurately, by effective researching, questioning, listening, clarification and recording of information where necessary</li> <li>Use a computer for data input, retrieval, analysis, research and reporting purposes</li> <li>Undertake duties in accordance with audit and statutory requirements</li> <li>Work in a supportive team environment</li> <li>Prioritise own workload to meet agreed deadlines</li> <li>Work with guidance and supervision</li> <li>Handle confidential information correctly</li> <li>Be flexible, use initiative, and remain calm and focused during times of pressure</li> <li>Operate office equipment such as fax, photocopier, filing systems</li> <li>To use a financial system to raise invoices and make payments</li> </ul>	
<b>EDUCATIONAL ACHIEVEMENTS</b>	<ul style="list-style-type: none"> <li>GCSE qualifications (or equivalent) in relevant subjects, to include English and Mathematics</li> </ul>	
<b>EXPERIENCE</b>	Of: <ul style="list-style-type: none"> <li>Working in a busy and pressured financial/office/reception environment</li> <li>Working in, and promoting an environment of equal opportunities</li> </ul>	

***All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.***

