**JOB DESCRIPTION**

**Job Title:** Administrative Officer (GORSE SCITT)

**Grade:**  C1 37 Hours per week Term Time Only + 15 days

**Reporting to:** Director of the SCITT/Principal of Teaching Schools

**Job Purpose:**

To work as Personal Assistant to the School Centred Initial Teacher Training (SCITT) Director and Deputies but also work under own initiative to ensure the day to day running of the SCITT programme.

**Responsibilities:**

1. Liaise with Partners to establish their trainee recruitment needs
2. Liaise between GORSE SCITT Leeds and GORSE SCITT Bradford
3. Provide an initial point of contact for the SCITT to all external agencies
4. Assist in arranging and coordinating staff events ensuring vacancies are marketed to the local community and beyond
5. Update and maintain UCAS profiles for the SCITT Programme
6. Assist on all Programme recruitment, arranging interviews, acting as first point of contact, ensuring Safer Recruitment processes and checks (such as DBS, qualification, overseas etc.) are undertaken appropriately by all involved
7. Maintain and regularly publish recruitment and selection data within the Partnership
8. Update and maintain DfE profiles for the SCITT Programme
9. Monitor and report on the attendance of the cohort
10. Provide appropriate returns in relation to the Programme to the DFE, including recommendations of QTS and census returns which confirm funding arrangements
11. Provide secretarial services to the Executive Board ensuring all information returned to NCTL is fair and accurate
12. Record the progress of the trainees and future employment and report accurately to bodies such as OFSTED and DfE
13. Support the Director to ensure compliancy in all ITE activity
14. Support the Director in tracking the progress of SCITT trainees in their NQT year
15. Ensure that all partner organisations are kept up to date with the strategy and practice of the SCITT
16. Provide secretarial services to key partnership meetings such as Subject Leads and Professional Mentors
17. Liaise with TGAT Finance to ensure all financial records and transactions are accurate
18. Monitor and liaise with funding organisations, i.e. SLC, NCTL, Scholarships
19. Respond to any requests made by the SCITT Director regarding Teaching School Status, ensuring key financial returns are completed to ensure continued funding
20. Inform successful recruits of the funding arrangements around ITE and provide suitable guidance to enable them to make personally appropriate choices and for TGAT to efficiently access the associated funding
21. Maintain accurate records of all trainees to ensure correct bursaries are downloaded and distributed
22. Coordinate with Partner Institutions, schools and universities: recording spending and ensuring the correct amounts are passed to partner schools efficiently
23. Share the income raised from SEP with the departments
24. Promote SEP with potential applicants
25. Driving is essential

*Working in partnership with The Gorse Academies Trust, we are committed to safeguarding and promoting the welfare of our pupils, and expect all staff, governors and volunteers to share this commitment. The successful candidate will be subject to enhanced Disclosure and Barring Service (DBS) checks.*