

LAMPTON SCHOOL RECRUITMENT

Post Title: SCITT administrator and Admissions Officer Lampton LWA SCITT

Pay Grade: SO1 – Point 31 (Term time only plus 10 days)

Main Purpose of Role:

To administer all aspects of the UCAS admissions cycle for the Lampton LWA SCITT and ensure compliance with the ITT admissions criteria in all areas

To administer the systems necessary for ITT allocations and accreditation procedures including the NCTL data management system

To support the SCITT director in aspects of recruitment

To co-ordinate procedures with the SCITT partners to support recruitment and admissions

This will involve working flexibly as part of a team across different areas of the SCITT's work, using the consistent management systems, which are already established.

Responsible to: Director Initial Teacher Training / SCITT Director Lampton LWA SCITT

Main duties / responsibilities:

1. Lead administrator to the Lampton LWA SCITT admissions cycle including administering UCAS, Students Loan Company, NCTL requests
2. Responsibility for supporting the marketing and recruitment strategy and procedures, ensuring they are updated to meet statutory requirements, including UCAS entry profiles, the updating of aspects of the SCITT website and co-ordination with partners
3. Organise and attend relevant SCITT meetings ensuring accurate minutes are taken
4. Support compliance and safeguarding for Initial Teacher Training
5. Liaising with the finance department to ensure that income and expenditure for Teaching School/Scitt is coded correctly

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonable instructed.

The job description will be reviewed regularly to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.