



Job Description and Person Specification

Administrator for Teaching School



Administrator for Teaching School

Salary: Scale 3 pro rata, actual salary £15,319

Location: Cheadle Hulme High School

Start Date: June 2018

Hours: 37 hours per week, term time only with 1 plus week

Purpose of the post: To provide an efficient and effective administrative support service contributing to the strategic objectives of the Teaching School.

Reporting to: Head of ITT Programme/Head of Teaching School

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Duties

- To provide an efficient administration service to the School-centred Initial Teacher Training (SCITT) programme:
 - assisting with marketing on social media
 - collating trainee and mentor files
 - communicating via the SCITT newsletter
 - collating the assessment and comparison data using Microsoft Excel
 - collating all electronic programme evaluations
 - updating documentation/preparing presentations
 - organising School Experience Days
 - assisting with SCITT recruitment events
- To provide an efficient administration service to the NQT programme:
 - communicating the overview of the programme
 - collating files
 - collating all electronic programme evaluations
 - liaising with presenters
- To provide an efficient administration service to the internal and external CPLD programme:
 - assisting with advertising
 - organising and maintaining registration spreadsheets
 - communicating with external course providers and participants
 - preparing resources/booking rooms/organising refreshments

- collating all electronic programme evaluations

- To provide an efficient administration service to the School-to-School Support programme:
 - maintaining the activity spreadsheet
 - invoicing for work completed
 - collating all electronic evaluations
 - reserving train tickets
- To undertake administrative duties as required including filing, typing, updating databases, ordering stationery and refreshments.
- To work flexibly to meet the changing needs and demands of the role.
- To maintain high standards of Health and Safety, including the general tidiness and appearance of the work area.
- To attend and participate in any meetings and training events which develop and/or improve team/individual performance.
- To maintain effective customer service standards.
- To carry out any other duties as assigned.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties that are appropriate to the employee's background, skills and abilities.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Relevant Experience	<ul style="list-style-type: none">• Experience of working in an administrative support role• Experience of providing diary management• Sound knowledge and experience of PC based applications including Microsoft Excel, Word and Powerpoint.	<ul style="list-style-type: none">• Experience of working in a school environment	Application Form/ Interview
Education and Training	<ul style="list-style-type: none">• Sound educational background including GCSE Maths and English	<ul style="list-style-type: none">• Awareness of current issues in the Education sector	Application Form/ Interview

	<ul style="list-style-type: none"> • Numerate/literate • Willingness to undertake further training 		
Special Knowledge and Skills	<ul style="list-style-type: none"> • Good communication skills (oral and written) • Excellent time management, administration and organisation skills • Ability to be flexible • Ability to work as part of a team • Ability to work on own initiative and prioritise effectively • Commitment to own professional development 	<ul style="list-style-type: none"> • First Aid at work certificate • Experience of using SIMS 	Application Form/ Interview

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.