

Bishop Ramsey CE School Administration Assistant (SCITT) Job Description



Job Title	Administration Assistant (SCITT)	
Grade	Scale 2	
Immediate Supervisor	Administration Manager (SCITT)	
Contacts	Internal	SCITT trainees, Teaching staff, SCITT Director, Head of SCITT
	External	Partner School Leads, DfE officers, prospective trainees

Main Purpose of the Post

To assist in the administration of the Hillingdon SCITT

KEY TASKS

Act as the first point of contact for all SCITT enquiries from prospective trainees, trainees, Subject Mentor/Coaches and Partner School Leads) – answering telephone – referring to correct administrator/leader e.g. HTSA, SCITT.

General administration e.g. Update emails, send emails, paper/electronic filing, photocopying etc.

Assisting with the production of SCITT documentation including typing, editing, printing and distribution.

Administration relating to the recruitment and selection of trainees to be interviewed. This will consist of putting together the interview packs.

Maintaining trainee registers including daily attendance

Assist SCITT Administration manager with recording trainee assessment data, ensuring that they meet deadlines for the submission of data and assignments and distributed to HEI

Arranging refreshments etc. as appropriate

Copying of resources for Professional and Subject-specific Studies Sessions

Assist in other administrative roles as instructed by the Head of SCITT/ Director of SCITT commensurate with the general level of responsibility of the post.

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
	E	D		A	I
QUALIFICATIONS AND REQUIREMENTS					
A good standard of general education to include GCSEs or equivalent in English and Mathematics, at a minimum Grade C	√			√	
EXPERIENCE					
Good typing skills and a thorough knowledge of Microsoft Office packages, especially Word and Excel	√			√	√
A background in administration		√		√	√
KNOWLEDGE AND SKILLS					
Some knowledge of the working of a large comprehensive school		√			√
Ability to work on your own initiative	√				√
Able to work as part of a team when necessary	√				√
Able to work unsupervised	√				√
PERSONAL QUALITIES					
Get on well with work colleagues and with students	√				√
Have good interpersonal skills	√				√
Be well organised	√				√
Have the ability to work in a busy school environment	√				√
Have the organisational skills to meet deadlines	√				√
Be flexible in your approach to duties	√				
Be patient and to have a sense of humour		√			√
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.