



The Cambridge Partnership

Programme Administrator Job Description

Outline of The Cambridge Partnership (The Partnership) Programme

The Partnership programme aims to recruit high calibre Initial Teacher Training candidates, and to provide high quality training in partnership with schools, leading to the applicants successfully completing the programme to Qualified Teacher Status according to DfE criteria, and continuing into employment in schools. This may also involve facilitating access to a PGCE course and working in partnership with other partners (e.g., Researchers in Schools, Apprenticeships) in their recruitment and training processes to the same end.

Programme Administrator Job Description

- To answer all general enquiries for TCP, either via telephone or email - Monday to Friday
- To support the Director and Administration & Marketing Manager in the administration of all the programmes run by The Partnership

Liaising with the DfE, partner schools and other relevant bodies and organisations

- Work with lead schools/Partner Schools and The Director to obtain requests for training places
- Convert these requests into bids via the DMS systems for TCP, Springwood and Aslacton.
- Ratify requests for bids from Lead Schools confirming our acceptance as Provider and ensure that any changes or amendments are approved
- Once allocations are received make details available to The Partnership to advise on recruitment by subject, phase and course

Working with UCAS

- Load all courses onto the UCAS System and set to run, publish and open vacancies for applications, add and amend as necessary during the cycle for TCP, Springwood and Aslacton and other appropriate and relevant bodies and organisations
- Ensure Entry Profiles, course offer codes and abbreviations are up to date for each training cycle for TCP, Springwood and Aslacton and other appropriate and relevant bodies and organisations
- Liaise with the finance administrator to amend student loan codes and courses

INTERVIEWING

- At the beginning of each cycle update and amend interview documentation so it is relevant and accounts for any situations that may have arisen in the previous training cycle. Monitor and update documentation to meet changing needs during the cycle and liaise with PM's to ensure this is to their satisfaction ready for UCAS opening and through the cycle
- Monitor completed documentation to ensure that interviewers have completed interviewing criteria, according to DfE, OfSTED and Partnership criteria
- Once UCAS opens, retrieve applications from the central UCAS system for TCP, Springwood and Aslacton and forward these to the relevant personnel within TCP or to schools if the application is for SDTP/SDTP(s)/non-supported applicants for their review for interview
- To liaise with candidates, schools, Programme Managers and Subject Tutors to organise interviews
- Ensure that all necessary interview paperwork is with The Partnership representative at the interview
- Receive documentation back from interviews, go through documentation, notes and make conditional offers or rejections via UCAS for TCP, Springwood and Aslacton



- Follow up the UCAS offer with an offer letter from The Partnership as training Provider
- Send a Partnership offer letter to Non Supported candidates, acknowledging that this letter is binding as these candidates are not recorded on the UCAS system
- Regularly check the Professional Skills Test portal and record trainees who have passed the tests on the Cohort List and Tracker, and UCAS for notification of acceptances, withdrawals and decline of offers via UCAS
- During the year follow up trainees with outstanding documentation so that their required documentation is complete and they can be registered for the course and continue to communicate with candidates once the course has started during any individual grace period allowed by The Partnership or the DfE
- Produce a Cohort List once recruitment commences and keep this updated with all information which is then used to convert to the Cohort Tracker
- Update the Director weekly, or at his request, on recruitment figures according to route and subject
- Once the training year has commenced and if trainees have fulfilled their conditions, convert their place via UCAS. Delay or, in some cases defer, trainees who have not yet met the entrance criteria

DBS

- Ensure that all Trainees have been checked against the Barred and Prohibition Lists
- Confirm DBS status and details to schools for all tuition fee trainees
- Arrange and verify identification for DBS applications for trainees

GENERAL

- Ensure that all mentor details are input into the cohort tracker
- Ensure that PT details are correct according to the school lookup, and entered on the cohort list and tracker
- Arrange mentor training venues and dates with Managers
- Email invitations to all PT's for their mentors to attend training and produce a register for evening, and any printing as require
- Ensure room bookings and interview venues and catering are arranged as appropriate
- Arrange and verify identification for DBS applications for Partnership consultants and colleagues when necessary
- Provide Council Tax Exemption Certificates for trainees where requested
- Help maintain accurate personal records & DBS numbers for all Partnership consultants and colleagues
- Ensure that the **Single Central Register** is up to date and accurate and, ongoing, includes all new required information
- Order stationery supplies for office, in liaison with The Administration and Marketing Manager and Finance Administrator
- Arrange grouping for Final Presentations and issue details and deal with any changes
- Issue Certificate Presentation Day invitations and produce a schedule for tickets
- Issue all TRN's to trainees in preparation for them obtaining their QTS Certificates
- Issue Final Declarations and chase for completion, and collate for Director to check for pass list
- Attend the first three induction days at the end of August
- Attend the Certificate Presentation Day at the end of the programme, assisting with the organisation of the day
- Liaise with the PGCE Partnership Manager and the university delivering the PGCE programme and ensure that records and documentation for the PGCE are accurate and up to date
- Carry out any other reasonable request from The Director to ensure the smooth running of the programme.