

## **JOB DESCRIPTION**

**Job title:** Teaching School Hub Administrative Assistant  
(Data and communications)

**Reporting to:** Programme Manager

**Hours:** 4 days week (29.6 hours), 44 weeks a year.

**Salary:** £21,555 full time equivalent – total pro-rated including holiday pay £16,512

**Contract:** Fixed term until 31<sup>st</sup> August 2024

**Base:** Colyton Grammar School / Home working



Colyton Grammar School have been awarded the status of Teaching School Hub by the Department for Education. Colyton is one of 87 schools nationally that have achieved this award, which is granted to schools with a track record of exceptional pupil performance and leading training in other schools.

The Colyton Teaching School Hub is a centre of excellence for teacher training and development, covering 194 schools in the four Devon districts of East Devon, Mid-Devon, North Devon and Torridge. The funding will be used to deliver national and local training programmes. In doing this, Colyton will draw on its strengths in curriculum, leadership and STEM (Science, Technology, Engineering and Maths), as well as a partnership of schools, trusts and training providers.

The Colyton Teaching School Hub is delivered as part of a partnership with the Kingsbridge Teaching School Hub called South West Institute for Teaching (SWIFT). The two hubs' governance, leadership and staffing are fully integrated, including the delivery of services. SWIFT represents a significant partnership to improve the educational experience and outcomes for students in the South West as we will be able to attract, retain and develop the very best teachers.

This is a new post that is created as part of a general expansion of SWIFT services to schools, covering Initial Teacher Training, Early Career Framework, National Professional Qualifications and a Universal Programme of teacher training, delivered in association with a wider partnership of leading schools and Trusts in the region. The successful applicant will be employed directly by Colyton Grammar School but will undertake the role across the Colyton and Kingsbridge Teaching School Hubs and the wider SWIFT partnership.

### **Main duties and responsibilities:**

The postholder will need to take overall responsibility for the administration of data and communication systems. They will ensure that information collected for our courses and activities is efficiently and accurately collected, managed, reported and shared as required. They will also ensure that we have effective and streamline systems for communicating to schools and other stakeholders. The postholder will be expected to play a key role in further developing the excellent reputation that Colyton and SWIFT has among local schools and partnerships.

### **Specific duties:**

- Reporting: Ensure key data sets are accurate and up to date prior to close of reporting windows

- Planning: Provide accurate and up-to-date data to support delivery plan returns and monitoring returns to the Department for Education (DfE)
- Early Career Framework (ECF) Delivery: Provide data administration for ECF, including School Agreement Contracts, Participant attendance; Maintenance of Teach First / DfE portals; Be first point of contact for ECF enquiries from schools and participants; Provide data cleansing of internal and external data sets.
- Appropriate Body (AB) Delivery: Work with AB Delivery Partners to ensure that 'ECF Manager' data and SWIFT's data are consistent.
- SWIFT Membership Sign up system: Maintain membership booking system; Liaise with Finance on invoicing schools; Sending member schools Membership information
- Surveys and evaluation: Co-ordinate and administer Surveys using MS Forms for courses and general user experiences; collate responses and report as requested; support evaluation processes as requested
- Enquiries: Monitoring general enquiry inbox and directing to appropriate person
- Website: Maintaining and Updating SWIFT websites and monitoring engagement data
- Newsletter distribution: distribute Briefing, Bulletin and Update news to different audiences, monitoring engagement rates
- Microsoft Office Information System: co-ordinate and maintain MS Office infrastructure for SWIFT Central and wider teams, including Teams and SharePoint
- Contact Management: design and maintain a contact database system for SWIFT
- Course Booking system: Provide administrative support to ensure school information in Web Based CPD Online system is accurate; Upload user data as required to ensure all usage is correctly accounted for; Support ESW Data Team to extract accurate data from Web Based for the purpose of reporting.
- General: provide general administrative assistance across all areas of SWIFT delivery as required

### Person Specification

Attribute	Essential	Desirable
Education and training	<ul style="list-style-type: none"> <li>◦ GCSE in English and Maths, grade C or above (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>◦ Level 4 qualifications (A Level / BTEC / equivalent) or higher (Degree)</li> </ul>
Experience	<ul style="list-style-type: none"> <li>◦ Working with Microsoft Office 365 or equivalent systems.</li> <li>◦ Using a range of information management systems.</li> <li>◦ Project Management.</li> <li>◦ Working independently without close supervision.</li> <li>◦ Working with clients.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Previous work in primary or secondary education setting.</li> </ul>
IT Skills	<ul style="list-style-type: none"> <li>◦ Excellent use of Microsoft Office 365, especially Forms, Excel, Teams and Outlook (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>◦ Able to use advanced software such as Power BI</li> </ul>

	<ul style="list-style-type: none"> <li>◦ Able to undertake web editing (using our content management system – Weebly).</li> <li>◦ Contact Management</li> </ul>	
Communication	<ul style="list-style-type: none"> <li>◦ Ability to communicate effectively, orally and in writing, with people at all levels.</li> <li>◦ Good standard of written English.</li> <li>◦ Good negotiation skills and powers of persuasion.</li> </ul>	<ul style="list-style-type: none"> <li>◦ Effective proof reading</li> </ul>
Other skills and qualities	<ul style="list-style-type: none"> <li>◦ Strong professional work ethic.</li> <li>◦ Commitment to highest standards of professionalism.</li> <li>◦ Flexibility and adaptability.</li> <li>◦ Proactive and highly organised.</li> <li>◦ Able to work under pressure in a busy environment.</li> <li>◦ Ability to deliver work with clearly defined deadlines.</li> <li>◦ Ability to work effectively in a team across wider partnerships.</li> </ul>	