

NELTA Administrator

Based at Beal High School - IG4 5LP

36 hours per week, 46.8 weeks per year

LBR Scale 5, £28,295.42- £29,558.32 pro-rata (£31,524.00 – £32,931.00 FTE)
per annum dependent on experience

Starting: September 2025

Beacon Academy Trust are currently seeking to appoint a NELTA Administrator. NELTA, part of the Beacon Multi-Academy Trust, has an excellent track record in initial teacher training. NELTA is committed to delivering a comprehensive and bespoke training experience and supporting the development of the next generation of teachers and school leaders. NELTA runs a range of teacher training programmes, and staff development as part of the BMAT CPD Hub.

The successful applicant will have:

Significant administration experience in a busy, professional, educational environment.

Good communication, ICT and organisational skills, with a high level of accuracy and efficiency.

The ability to work on their own initiative and an eye for detail.

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

Enhanced DBS (with list checks) is required for this post.

The below documents must be read prior to applying for this role and will be factored into interviews:

[Keeping Children Safe in Education](#)

[BMAT – Safeguarding and Child Protection Policy](#)

Further information and an application form can be found at <https://nelta.co.uk/vacancies/>

Please forward your electronic applications to recruitment@beaconacademytrust.co.uk

Beacon Multi Academy Trust are proud to be working alongside [Benenden Healthcare](#) in offering a Healthcare Plan to its employees. There is no obligation to opt in to the healthcare plan, it is just part of our ongoing priority to support staff wellbeing across the Trust.

Please note we reserve the right to close or extend this position depending on application numbers, therefore we would urge candidates to submit an application as soon as possible.



Beacon Multi Academy Trust Benefits

SCAN THE QR CODE
TO VIEW **CURRENT**
VACANCIES



Benenden Private Healthcare

Responsive medical care which can be extended to include family and friends - taxable benefit

Busy Beacons Nursery

Access to a BMAT term time only on-site nursery for all BMAT staff

Pay and Conditions:

16% PPA minimum for teaching staff

Retained School Teachers Pay and Conditions 2012 including automatic main scale progression for teaching staff

Access to Teachers' Pension Scheme (TPS) or to Local Government Pension Scheme (LGPS)*

CPD:

BMAT CPD Hub - Investment in training and professional development

A range of career opportunities across the Trust

*Where applicable

Staff Wellbeing:

Free access to a fully fitted on-site fitness suite on both campuses and staff shower facilities

Interest-free beneficial loans to spread the cost of computer equipment, bikes, transport season tickets and visa applications

Free hot drinks

Free on-site parking and electric vehicle charging points on campus

Winter wellbeing additional day holiday for all staff

Employee Assistance Programme. 365 days/24 hour helpline and additional support with legal, financial advice and counselling

Two weeks' full pay paternity leave*

Generous leave for full-time support staff

Team building and sports events to build cohesion and BMAT community

Microsoft Office 365 individual access from personal devices



Purpose of role

Develop, organise and supervise administrative systems within NELTA, NELTA SCITT (School-Centred Initial Teacher Training) and BMAT CPD.

General Duties and Responsibilities

General:

To manage administrative aspects of NELTA activities including BMAT CPD and initial teacher training

To liaise with BMAT central services including finance and HR and all BMAT schools and relevant SLT members, NELTA partners and relevant outside agencies

To lead on the administration of the NELTA website in terms of content management

Maintain an up-to-date contacts list and areas of responsibility across all NELTA partners

Produce reports/information/data with guidance and as required

Note-take at meetings, as required

First point of contact for ITT and any NELTA related emails

Trainee Recruitment:

Manage and administer DfE Apply and Trainee Teacher Portals, including maintenance of training resources

Organise and co-ordinate the teacher training interview process, calendar, printing and distributing application forms and evaluation sheets, liaising with HODs re lesson observations, interview timetable and database

Track and monitor applications (successful and otherwise) to training courses and qualifications

Lead the onboarding process for ITTs and support registration process for trainees and ECTs and liaise with HR as necessary

Trainee coordination:

Maintain an up to date contacts list for HEI providers, trainee teachers, mentors and Professional Coordinating Mentors at our partner schools who are hosting salaried and non-salaried trainees

Administration and co-ordination of BMAT CPD and the Initial Teacher Training recruitment, selection and training programmes across partner schools

Maintain trainee records from selection to programme completion including enrolment checks

CPD:

Administration of BMAT CPD requests and support maintenance of attendance records

To be responsible for the administration and co-ordination of BMAT CPD and NELTA ITT training, events, meetings and the NELTA calendar

Track and monitor attendance to ITT, ECT and mentor training as well as supporting registers for CPD training



Compliance:

Support maintenance and recording of compliance data such as KCSIE, Prevent, Safer recruitment as necessary for those involved in interviewing for NELTA

Support compliance and help to maintain compliance checks for ITT and ECT, including compiling data for DfE submissions.

Support with submission of key figures in relation to the census and DfE register to finance

Support accurate maintenance of course data and vacancies on DfE Publish

The above mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change.

The post holder may be required to carry out such other duties as requested by management that are broadly within the level of the post.



Person Specification				
	Essential (E) Desirable (D)	App Fm	Intvw	Ref
Qualifications				
NVQ 3 or equivalent qualification	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Qualification at Level 2 (Grade C or above) in English and Maths	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Knowledge / Skills / Experience				
Awareness, knowledge and/or experience of SCITT context/environment	D	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
ICT skills and knowledge of other specialist equipment/resources including Microsoft Office, Excel	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Excellent customer service skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent time management and organisation skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Able to work effectively in a team and contribute to its success	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Good written English and effective communication skills	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to deal tactfully and confidently with telephone callers and visitors	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm, composed and flexible within a busy and demanding environment	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to undertake a wide range of clerical, administrative and general duties.	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Accurate in recording details and make full use of the school's computer systems	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Attributes				
Reliable, respectful, responsible & conscientious approach	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Flexibility to deal with diverse needs of the post and movement between departments and the Trust	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Establish and maintain appropriate relationships	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Integrity and confidentiality to be maintained at all times	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
High level of initiative and ability to work independently	E	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<p>BMAT is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment.</p> <p>Enhanced DBS Disclosure is required for this post.</p>				

