

Senior Administrator - SCITT

Job Description

Reports to: Senior Trust Director (SCITT)

Pay Scale: Scp17

Main Purpose of Post:

To provide a professional, effective and efficient administration function for our School Based Initial Teacher Training (SCITT) Programme.

Key Tasks to include:

- Maintain a positive customer focus and act as an ambassador for the SCITT at all times, promoting the vision and ethos of the SCITT, both internally and externally.
- Organise and maintain diaries for the SCITT Leadership and staff deployed on SCITT events ensuring meetings are clearly communicated and adequate notice and information is provided to all concerned including agendas, travel arrangements, accommodation, location and hospitality arrangements.
- Assist with the design and preparation of promotional materials for marketing events, presentations, SCITT website and associated social media.
- Assist with the maintenance of the SCITT Website and social media to ensure they provide engaging, up to date information at all times.
- Monitor the SCITT spend against income and escalate any issues as appropriate, managing invoice payments and purchase orders as and when required ensuring clear visibility and traceability of grant expenditure.
- Provide accurate data to support the SCITT Key Performance Indicators
- Communication and provision of data to external agencies including DfE, UCAS, Student Loans Company, Auditor's etc.
- Regularly update external data capture systems
- Ensuring appropriate internal systems are created and maintained to ensure an effective and efficient service provision.
- Provide the full range of administration services for the SCITT Leadership, including typing, reprographics, transport bookings, collating and distributing meeting papers, arranging meetings, taking and circulating accurate, meaningful minutes and ensuring follow-up action is completed, recorded and reported.
- Arrange and oversee trainee recruitment days, including developing the interview schedules, inviting assessors and candidates, arranging hospitality, room bookings and ensuring the day runs smoothly. Ensuring clearances are undertaken satisfactorily, funding streams are understood and procedures adhered to and ensuring all relevant parties are kept fully informed at each stage of recruitment, induction, training and placements.
- Keep up to date records of SCITT trainees in accordance with SCITT policies, procedures and practices, developing systems and processes as required to ensure the SCITT adheres to legal and statutory requirements.

- Arrange SCITT conferences and training events as required, including engaging teaching, securing the venue, managing trainees and arranging hospitality, ensuring associated budgets are managed effectively. Attend events and ensure they run smoothly (e.g. registering trainees, ensuring the venue, facilities, teaching and hospitality are all in place).
- Deal effectively with a range of enquiries by telephone, face to face and e-mail to ensure that as many as possible are resolved at first point of contact, escalating to others where this is appropriate and essential and with the required information.
- Deal with complex enquiries and complaints with courtesy, tact and sensitivity, escalating and sharing information with SCITT leadership as appropriate.
- Develop and review business and administrative systems and processes to ensure the SCITT responds to changing demands in line with the vision and ethos of the SCITT.
- Act as a central point of contact and liaise with internal and external stakeholders to obtain and collate information and to arrange SCITT activities. Building positive working relationships with stakeholders, both internal and external.
- Comply with the GDPR, the Freedom of Information Act and the SCITT's requirements regarding sharing information and maintaining confidentiality.
- Oversee Trainee Teacher lifecycle to include the coordination of recruitment, induction, training and completion. This will involve arranging funding and placements, tracking performance and progress towards successful completion of training.
- Be the first point of contact for queries from Trainee Teachers and other stakeholders.
- Support the flow of communication from the SCITT and act as brand champion, maintaining a coherent brand message across all communications.
- The post holder will be expected to work within the Trust's policies and procedures.

General

This job description is not intended to be a complete list of duties and responsibilities, but indicates the major requirements of the post. It may be amended at a future time, to take account of the developing needs of the service. The post holder will undertake any other duties at the request of The Education Alliance and School appropriate to the remit.

The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.

The Health and Safety at Work etc. Act, 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health and Safety and Welfare of him/herself and other employees in accordance with legislation.

The above duties may involve having access to information of a confidential nature which may be covered by the GDPR, Data Protection Act, and by Part 1 of Schedule 12A to the Local Government Act, 1972. Confidentiality must be maintained at all times.

The Education Alliance is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and all staff are carefully screened prior to appointment.

Signed: _____ Date: _____

Name: _____ (Block Letters)

