



Durrington Multi Academy Trust

Executive Assistant and Co-ordinator for the SCITT (School Centred Initial Teacher Training)

JOB DESCRIPTION

What is the purpose of the role?

- ◆ To provide excellent support across a range of activities to the SCITT Programme Leader.
- ◆ To provide excellent customer service to our trainees.
- ◆ To have excellent communication, administrative and IT skills.
- ◆ To be discrete as you will have access to confidential and sensitive information.
- ◆ To be the first point of contact for UCAS/Apply, Student Loans Company and Awarding Bodies.
- ◆ To be able to deal with a wide variety of external organisations.
- ◆ To provide some administrative support as required to other teams in the school.
- ◆ To promote the ethos and good reputation of the SCITT and the school, ensuring effective communication both internally and externally.
- ◆ Be responsible for safeguarding and prioritising the well - being of children.

What are the role particulars?

- DMAT SCP 7 37 hours per week term time only
- Accountable to the SCITT Programme Leader, SCITT Director and Executive Headteacher
- The Executive Headteacher may, from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – What you have to do

Overall it is about ensuring our trainees, tutors and schools are really well looked after and that everything we do is to the highest standard.

Pre-Programme Administrative duties comprising:

- ◆ Take calls, respond to emails from potential applicants;
- ◆ Support applicants through the application process;
- ◆ Arrange interviews and relevant paperwork including scheduling interviews and monitoring applications for ethnicity, disability, gender and religious background where declared.

- ◆ prepare contracts for trainees and tutors;
- ◆ prepare Partnership Agreements;
- ◆ prepare letters that trainees might require, for example for council tax exemption;
- ◆ prepare programme information and subject handbooks and documentation;
- ◆ prepare meeting and recruitment calendars;
- ◆ book rooms for training and meetings;
- ◆ invite the teaching unions to speak to the trainees in September or request materials to issue at training.
- ◆ To attend relevant training events for administrators
- ◆ To provide admin support to the SCITT Director and Programme Lead including the preparation of programme resources, preparation of reports, minute taking, drafting of written communications, collation of assessment records and visits and other trainee information as required.

Registration of trainees administration will include:

- ◆ check trainee conditions have been met and qualifications have been achieved;
- ◆ accept trainees on web-link;
- ◆ confirm to schools that trainees have a suitable a DBS clearance;
- ◆ complete trainee registration on the TTP data management system (DMS);
- ◆ confirm trainees in attendance on the HEP Services portal, and complete any Change of Circumstances (CoC) as required;
- ◆ complete HEI registration for trainees.

Withdrawal of trainees administration:

- ◆ inform the placement school;
- ◆ record the decision on the TTP data management system (DMS) as appropriate;
- ◆ inform the Student Loans Company (SLC) by way of Change of Circumstance (COC);
- ◆ notify the external examiner, if relevant, outlining the reasons for deferment and giving any conditions for continuing;
- ◆ notify the validating HEI, if relevant, outlining the reasons for deferment and giving any conditions for continuing.
- ◆ all paperwork is completed by all relevant parties;
- ◆ all books and resources are returned by the trainee;
- ◆ any outstanding monies are repaid

PGCE Training Administration:

- ◆ liaise with schools;
- ◆ facilitate meetings of mentors, subject leads and professional tutors;
- ◆ arrange external examiner's' visits;
- ◆ arrange end of term payments to schools.
- ◆ Prepare the feedback marksheets for assignments ensuring that tutors have uploaded marks and submitted to the central document.

End of training administration:

- ◆ ensure that trainee contact details are accurate, including the trainee's personal email address
- ◆ check that all academic work has been submitted
- ◆ collate copies of NQT Induction Forms;
- ◆ ensure trainees have completed the provider's own end of programme evaluation which may be useful for benchmarking purposes;

- ◆ check that all resources, equipment and books have been returned by the trainee, including those borrowed for use in school;
- ◆ prepare letters and/or certificates for successful completion of the programme;
- ◆ prepare farewell letters to include important reminders such as the NQT survey;
- ◆ arrange the awards ceremony
- ◆ send details of the awards ceremony to the relevant parties including school staff, if relevant;
- ◆ send thank you letters to relevant staff.

Administration, IT and marketing:

- ◆ Provide excellent support to the Director, Programme Lead, Primary Lead, PGCE Tutor and all tutors;
- ◆ Ensure that external organisations are dealt with in a timely manner and adheres to any legislative deadlines;
- ◆ Help to produce marketing materials for promotion of The South Downs SCITT;
- ◆ Support the work of student services at Durrington High School to cover for staff absence and additionally for an allocated period each week to ensure skills are maintained;
- ◆ Provide hospitality and other general office duties when required to do so.
- ◆ Administer and minute as necessary governors and programme board meetings
- ◆ Be responsible for updating the website and ensuring content is up to date and accurate.
- ◆ Provide direct support with all GDPR matters to senior staff.
- ◆ Provide some support to other administration/ office areas within the school as required.

Finance:

- ◆ Administration of Financial Records relating to the South Downs SCITT;
- ◆ Invoice appropriate bodies/individuals and chase payments for trainees as appropriate;
- ◆ Organise Bursary payments to trainees;
- ◆ Ensure partnership schools are funded appropriately;
- ◆ Raise payments to participating schools for student placements;
- ◆ Production of monthly/termly figures, information for the annual return and any audits/Ofsted requirements.
- ◆ Be the first point of contact for the Student Loans Company.

Health and Safety:

- ◆ To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

Person Specification

Key areas:	Key attributes:	Essential or Desirable
Skills required	<ul style="list-style-type: none"> ● Excellent administrative skills and effective note-taking. ● Effective use of Microsoft and Google products. ● Effective use of SIMs. ● Effective use of other IT packages. ● Ability to relate well to adults and students. ● Financial knowledge and understanding ● GDPR knowledge and understanding 	Essential Desirable Desirable Essential Desirable Desirable Desirable
Knowledge Base	<ul style="list-style-type: none"> ● Work constructively as part of a team, understanding roles and responsibilities and your position within them. ● Knowledge of relevant policies/codes of practice/legislation. ● To have an awareness of Safeguarding and Child Protection legislation. (If not known the expectation would be to start learning from point of appointment. 	Essential Essential
Qualifications	<ul style="list-style-type: none"> ● Educated to A level ● Written and communication skills to be accurate and a strength ● NVQ Level 3 or above qualification in administration or equivalent in experience. 	Essential Desirable
Experience	<ul style="list-style-type: none"> ● Working with adults and students. ● Recent role/s in administration. 	Desirable Desirable
Attitude & Approach	<ul style="list-style-type: none"> ● Professional and approachable attitude. ● Enthusiastic in all aspects of work and training. ● Great attention to detail. ● Motivated. ● Reliable. ● Professional in manner and personal presentation.. ● Assertive when appropriate. ● Ability to work in an extremely busy environment whilst keeping a smile on your face. 	Essential Essential Essential Essential Essential Essential Essential Essential