



**Executive Assistant and Co-ordinator for The South Downs SCITT (School Centred Initial Teacher Training)  
DMAT salary scp 7 actual salary £17,561, 37 hrs per week term time only  
Required from May 2021**

This is a really exciting opportunity for someone highly skilled in administration, excellent customer service, who is keen to learn and make a key contribution to our SCITT in the next phase of development. As the first point of contact a friendly, calm, efficient and professional approach are essential. We have provided a very detailed job description to show the range of activities throughout the year. Our average number of trainees is 25 per year, with recruitment for the next cohort ongoing throughout the year.

The role is highly varied; from liaising with the student loan company, providing a listening ear to a trainee, working on a recruitment event to taking notes at the governors' meetings. There is legislation relating to Initial Teaching Training that must be adhered to so attention to detail and being able to assimilate information and then act on it is essential. Providing excellent administrative support to the Programme Leader and Director is key and you will work closely together. Our tutors work in different settings and being highly organised, responsive to need and able to adapt is essential. No day is the same; whatever is happening a welcoming smile and friendly manner is required. You will have your own working space within the SCITT suite based at Durrington High School and you will be part of the Durrington team. There is close liaison with finance team, EA to the Executive HT/CEO and general office.

Our School Centred Initial Teacher Training (SCITT) graded as Outstanding by Ofsted has brought another fantastic dimension to our work as a trust. You will also work directly with our Research School. At DMAT we highly value our staff and you will be joining a happy and dedicated team.

If you would like to be part of our team and make this role your own, we look forward to receiving your application. For more information please visit our websites <http://dmat.education/> <https://durringtonhighschool.co.uk> <https://thesouthdownsscitt.co.uk/> and If you would like a telephone call/online meeting with the SCITT Programme Leader please call **01903 705610** or contact [agemel@durring.com](mailto:agemel@durring.com)

Closing date: 9am Tuesday 4 May 2021

**Durrington High School as part of the Durrington Multi Academy Trust has a commitment to safeguarding and promoting the welfare of children. All staff that meet 'regulated activity' will be required to undertake an enhanced Disclosure and Barring Service (DBS) with Barred Lists check before employment commences.**