## **Sponne School Job Description**

**Title** GUTP Admin & Finance Assistant

**Reports to** Teaching School Business Manager (TSBM)

**Date** March 2019

**Based in** GUTP House

**Hours:** 25 – 37 hours per week, 40 weeks per year

**Grade** Grade F, Points 6 to 7

**Job Context**

The Grand Union Training Partnership (GUTP) is a successful Initial Teacher Training (ITT) programme that has been well established for 20 years in the Secondary sector. September 2014 saw its first intake of Primary teachers which has virtually doubled the numbers of trainees able to train with the GUTP. There are currently 42 trainees on the programme.

This role encompasses specific responsibilities relating to the administration of the Initial Teacher Training strand of the Teaching School via the Grand Union Training Partnership (GUTP).

**Key Responsibilities:**

* Provide general administrative and financial support to the TSBM and the GUTP Management Team and assist in the smooth running of the GUTP office.
* Undertake regular and key administration tasks within the Partnership.
* Monitor and track some of the operational finances of the scheme ensuring all relevant processes, policies and audit requirements of the scheme are followed.
* Create a caring, supportive and professional environment for the AT’s

**Job Description:**

**Administration & Operational**

1. Act as PA to the PBM and Partnership Director ensuring that supporting materials and documents for meetings are prepared in a timely and effective manner.
2. Manage the Quality assurance (QA) aspect of the scheme and ensure all documents including questionnaires and summaries; monitoring the observation and review programme, schedule visits and materials and data produced are appropriately issued, tracked, logged and analysed, and are ready for use by the Management Group.
3. Ensuring effective communications between all members of the scheme, and between the scheme and outside agencies.
4. Prepare material for, take, type up and circulate the agendas and minutes of GUTP meetings
5. Respond to telephone, e-mail and other enquiries and keep appropriate records and be a positive, first point of contact for potential candidates.

### Assist in the recruitment process by keeping accurate records of applications and their stage in the process.

1. Manage the Scheme’s paperwork in line with the Retention of Information procedures adopted by the Scheme including the organisation and filing of current documents and its archived records.

## Assume responsibility for the production, publication and distribution of core materials and information for the Partnership delegating to the admin team as required.

**Finance**

1. Raise and process orders on behalf of the GUTP on a timely basis and ensure the scheme has enough of the resources it requires.
2. Ensure both debtor and creditor invoices are passed to the school finance team to be raised and paid in good time or are paid directly by the scheme.
3. Reconcile the GUTP cost centre expenditure report with the school on a monthly basis.
4. Ensure salary claims and travel claims for all related staff are logged and passed to school personnel staff for processing.
5. Liaise with the financial officers of the scheme’s partnership and associate schools, to manage the reimbursements and distribution of grant to cover school expenses.
6. Manage the Partnership bank account including monthly reconciliations, mandates and other related tasks.

Date last reviewed: March 2019

Agreed by:

 ………………………………………… (Postholder) Date:……………………….

 ………………………………………… (Line Manager) Date:……………………….