

## **Lampton School PERSON SPECIFICATION**

**Post Title:** Programme Administrator – Teaching School & SCITT

**Pay Grade:** Scale 5: Point 11 - 15

### **Main Purpose of Role:**

The Programme Administrator will share responsibility for providing efficient administrative support for the effective running of the LWA Teaching School and the SCITT

This will involve working flexibly as part of a team across different areas of the SCITT's work, using the established management systems.

**Responsible to:** Director of the Teaching School

Main duties/responsibilities:

1. Administrator for the LWA Teaching School and SCITT teaching programme including budget tracking and communications
2. Responsibility for supporting the marketing and recruitment strategy and procedures, ensuring they are updated.
3. Maintaining and updating the Lampton LWA Teaching School and SCITT websites, updating social media.
4. Support the work of the Teaching School and SCITT facilitators

The current main duties and responsibilities of this post are outlined in this job description. The list is not intended to be exhaustive. The need for flexibility, shared accountability and team working is required. The post-holder is expected to carry out any other related duties that are within the employee's skills and abilities, commensurate with the post's banding and whenever reasonable instructed.

The job description will be reviewed regularly to ensure that it relates to the role as being performed and to incorporate whatever reasonable changes that have occurred over time or are being proposed. This review will be carried out in consultation with the post-holder before any changes are implemented. The post-holder is expected to participate fully in such discussions and implementation.