

Job Description

Job title: Administrator - Initial Teacher Training (ITT)
Reports to: Executive Support Officer (The Leigh Institute)
Location: Leigh Academies Trust, Head Office

Overview

Support the administration of the Initial Teacher Training elements of The Leigh Institute

Key Responsibilities:

a) Support the administrative needs of KMT

- i) Co-ordinate, send and follow up the KMT partnership agreements each academic year
- ii) Implement and maintain the KMT partnership school database
- iii) Support the arrangement of meetings, including minute taking

b) Support the recruitment needs of KMT

- i) Support the wider activities of KMT recruitment, helping to ensure KMT meets its annual recruitment targets
- ii) Check recruitment documentation including references

c) Provider wider support to the administrative function of The Leigh Institute

- i) Present a professional, welcoming service via email, phone and in person
- ii) Work with the Executive Support Office to maintain an up to date database, ensure delegates are registered for the correct programmes
- iii) Arrange logistics for face to face meetings including venue, logistics, hospitality and IT needs and share these with delegates
- iv) Arrange logistics for online meetings including invitation list and share these with delegates
- v) Answer, screen and forward incoming telephone calls answering queries where possible and redirecting appropriately
- vi) Manage and organise work of a confidential and complex nature, with considerable tact, diplomacy and a high level of commitment, customer care and flexibility
- vii) Establish good working relationships with all partner organisations
- viii) Undertake the role in a flexible fashion to cover any early morning meetings or evening meetings where necessary
- ix) Comply with Health and Safety Regulations

Location: This role will be based at the Leigh Academy Trust Head Office at Strood Academy. There will also be opportunity for some home working.

Person Specification:

- Have excellent communication skills, both written and oral, and excellent interpersonal/soft skills, e.g., tact, sensitivity, ability to listen
- Have the ability to be discreet and maintain high levels of confidentiality
- Have a genuine passion for working with and on behalf of a variety of people
- Be able to cope with pressure and various deadlines, adopting a resilient mind-set
- The ability to work quickly, flexibly, effectively and positively in response to requests made/changed at short notice
- The ability to contribute to and work effectively within a team environment
- Have broad IT skills
- Some experience of recruitment would be desirable

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.