## **SPONNE SCHOOL JOB DESCRIPTION**

**Title** Teaching School Administrator

**Reports to** Teaching School Manager

**Date** January 2018

**Based in** GUTP House

**Hours:** 35hrs per week, 40 wks per year

**Grade** Grade E to F, Points 13 to 18

**Job Context**

The SWAN Teaching School Alliance (SWAN TSA) has been running for 3 years and the range of Continuing Professional Development (CPD) and School to School Support (S2S) contracts has steadily increased and diversified. This post exists to keep track of all the operational administration relating to the activities of the SWAN TSA under the direction of the TS Manger.

**Key Responsibilities:**

* Fulfil the administrative requirements of the various operations carried out by the Teaching School ensuring prompt and efficient communication to all relevant parties as required.
* Monitor and track the various initiatives, providing accurate basic financial and attendance summaries to Director of TS and Teaching School Manager. Ensure both debtor and creditor invoices are passed to the school finance team to be raised and paid in good time.
* Take a lead on the marketing of the Training Programmes working with other school colleagues as required.

**Job Description:**

**General administration**

1. To undertake the administrative duties involved in the preparation and running of all courses delivered by the SWAN TSA including, but not limited to:

* Creation and maintenance of TS calendar of events
* Receiving & processing application forms
* Emailing delegates with course details and information
* Production of name badges
* Preparation of materials and delegate lists
* Evaluation follow up

1. To undertake or organize all the operational aspects of the training courses such as:

* Checking room availability & booking
* preparing & clearing the room before & after course delivery
* arrangement of furniture
* organization of refreshments
* directional signage.

1. Be the first point of contact with related external parties i.e. OLEVI for the licensing, quality assurance and evaluation arrangements for the relevant activities or Cucina for the catering & hospitality requirements etc.
2. Take responsibility for the ordering of all Teaching School resources and arranging photocopying.
3. Prepare basic contracts for S2S delivery and ensure tracker sheets are set up for all agreed programmes of delivery.
4. Maintain the activity logs chasing for outstanding documentation as required.
5. To be the first point of contact for all enquiries relating to the SWAN TSA and act as PA to Director of TS for all related activities as required.
6. Take responsibility for promoting communications between the Teaching School activities and other areas of the school to ensure best practice where possible.

**Finance**

1. Keep a general overview of all expected income and expenditure relating to the individual strands of SWAN TSA activity to provide an overall summary for Senior Leaders.
2. Monitoring viability of courses based on delegate applications and report back to the TS Manager as required.
3. Ensure all training courses are appropriately invoiced for by passing the relevant information to the school Finance Team in a timely manner that meets month end and year end requirements. Liaise with the team to ensure payments are received by the due date and chase if required.
4. Ensure all orders and invoices relating to the SWAN TSA are processed through the school systems and in line with the agreed policies and procedures as laid down by the school.
5. Ensure time sheets and travel claims for all related staff are logged and passed to the school Personnel staff for processing.

**Marketing**

1. Take the lead in the marketing and promotion of the SWAN TSA ensuring it is in line with school expectations and covers all aspects and types of communication.
2. Update the relevant sections of the school website on a regular basis.
3. Consult and prepare the marketing publications and materials for approval by the Director of TS or Teaching School Manager.
4. To carry out any other reasonable duties commensurate with the role, as requested by the Senior Leadership Team.

Date last reviewed: Dec 2017

Agreed by:

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

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