**Job Description – Administration Assistant**

**Teaching School administrative duties**

**Managing complex national data systems**

* New universal application system
* Representation at GTTR events
* School Experience Programme (SEP portal)
* Pearson Vue (skills test portal)
* SLC – HEI portal
* Tracking of accepted candidates

**ITT & applications**

* Handling queries and requests from trainees
* Organising placement schools for trainees
* Managing SCITT & School Direct applications
* Initial review/shortlisting/passing to JM for further review
  + Checking qualifications/equivalencies, work experience and personal statement
* Emailing feedback to unsuccessful applicants
* Notification of interviews to candidates
* Accepting and rejecting applications on relevant systems
* Updating spreadsheet – adding new applications, marking as successful/unsuccessful/interview etc
* Tracking of successful applicants offer conditions – CRBs, skills tests, SKE, qualification certificates
* Collating references
* CRBs – collation of documentation in liaison with Debra Livingston

**Student finance**

* Managing HEI portal
  + Registering students on course and authorising maintenance loans to be paid to trainees
  + Tracking student fee loans to ensure they are paid on time
* Entering trainee data to NCTL data collection systems (HESA & SCITT DMS) to ensure census data is correct for bursary allocations and payments
* Troubleshooting for individual candidates
* Troubleshooting on behalf of provider

**Selection days**

* Organisation of resources, space and refreshments
* Management of teaching tasks, student council and panel members
* Communication of details and requirements to candidates regarding selection day and teaching tasks
* Liaison with alliance schools with School Direct places – invite to selection days
* Preparation of a wide range of selection day materials in line with National Requirements
* Liaison with teaching staff to develop personalised schedules
* Management of selection records and copies of original application for panel members
* Management of candidates during the selection process in line with personalised schedules
* Provision of rapid, detailed feedback to successful and unsuccessful candidates
* Ongoing communication with prospective trainees to secure:
  + Proof of meeting any conditions stipulated
  + Completion of Professional Skills Tests
  + Additional documentation required to meet Statutory Requirements
  + Clarity with the prospective cohort with regards to course schedules and pre-course tasks
  + The provision of information relating to ITT Funding
  + The development of a welcome pack for the programme

**School Experience Programme (SEP)**

* Liaising with HODs to organise timetables for SEP placements
* Communicate details of observation day to SEP placements
* Communicate school policies to placement students on arrival
* Management of placement students throughout the day
* Managing the organisation of additional placement days
* Management of SEP portal
  + Confirmation of placements
  + Authorisation of invoices/payments to the school

**Handbooks and resources ITT**

* Collating all resources for the teaching school office
* Photocopying/filing all documentation
* Preparation of materials for course delivery and teaching school events

**Management of the ITT Steering Group**

* Communication to Steering Group members of meeting times/location and agendas/minutes
* Recording minutes
* Preparation of meeting documentation

**Wider alliance work**

* Liaison with alliance schools re updates and upcoming events
* Communication of alliance documentation for new alliance schools
* Liaison with NCTL
* Organising regional events where directed by the programme managers

**Teaching School conferences**

* Operating booking system for conference delegates
* Communicating relevant information to delegates
* Managing registration/sign in
* Processing invoices
* Initial set up of conference room
* Steering of kitchen staff with the following;
  + Tea/coffee/water/juice and other refreshments
  + Breakfasts and buffets

**General tasks**

* Liaison with Child Protection team and admin re CRBs of trainees and SEP visitors to ensure watertight safeguarding procedures
* Ordering office supplies
* General upkeep and tidiness of office

**Administration Assistant Person Specification**

| Essential | Desirable | Evidence |
| --- | --- | --- |
| Qualifications and experience:  * Educated to at least GCSE grade C standard or equivalent in five GCSE subjects including English and mathematics plus * Experience of working in a busy office environment. * Previous administration experience * Experience of managing data and maintaining accurate records and filing systems. | Qualifications and experience:  * Further education qualification/s in relevant field. * Experience of working in a school or similar establishment. * Experience of organising meetings and accurate minute taking. | Application form  Letter of application  References  Interviews  Certificate/s (to be available at interview) |
| Knowledge and skills:  * Ability to build and form good relationships with students and colleagues. * Ability to work constructively as part of a team, understanding roles and responsibilities. * Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, other professionals. * Good standard of numeracy and literacy skills. * Ability to absorb and understand a wide range of information. * Ability to manage and deal with confidential data/issues appropriately. * Ability to proficiently use office computer and finance software including word-processing, excel spreadsheets, database and internet systems. | Knowledge and skills:  * Financial experience including and processing invoices. * Working knowledge of relevant policies, procedures, codes of practice, and awareness of relevant legislation such as data protection, Freedom of Information Act. | Application form  Letter of application  References  Interviews |
| Personal qualities:  * Ability to show initiative and prioritise one’s own work and that of others even when under pressure. * Able to follow direction and work in collaboration with line manager and leadership team. * Able to work flexibly to support others and respond to unplanned situations. * Efficient and meticulous in organisation. * Desire to enhance and develop skills and knowledge through CPD. * Commitment to the highest standards of child protection and safeguarding. * Recognition of the importance of personal responsibility for health and safety. * Commitment to the Teaching School’s ethos, aims and its whole community. |  | Application form  Letter of application  References  Interviews |