**JOB DESCRIPTION**

**ADMINISTRATOR – TEACHING SCHOOL/SCITT**

**(TEMPORARY 6 MONTH CONTRACT)**

POSITION: ADMINISTRATOR – TEACHING SCHOOL & SCITT (TEMPORARY 6 MONTH CONTRACT)

SCALE: APT&C Scale 5 (22-25) £22,507 per annum

HOURS & PAY 35 Hours per week, all year round

PURPOSE OF JOB:

* To provide high quality administration to the Teaching School and SCITT
* To be the point of contact for all Teaching School and SCITT enquiries
* To work in partnership with all schools linked into Teaching School Programme and SCITT
* To provide admin support to the Director of Teaching School and Director of PLS
* To provide additional support in the main school office when necessary

MAIN PURPOSE OF JOB:

School Experience Programme

* To provide all the administrative support relating to the School Experience Programme, this to include liaising with all potential trainees, linking with HOD’s, updating SEP portal
* To receive all visitors to the Teaching School and lead on induction visits when trainees attend Sydney Russell School.
* To handle all new requests and liaise as necessary
* Take responsibility for ensuring all necessary documentation is received and in place, this to include DBS detail, visit dates, fees income, monitoring attendance

Meetings

* To attend all PLTSA and SCITT meetings
* Take responsibility for minute taking and distribution of all minutes
* Representing Director of Teaching School and Director of PLS at meetings

SCITT

* To ensure the smooth day to day running of the SCITT reporting directly to the Director
* Monitoring the application process in compliance with current ITT criteria
* Schedule manage and arrange trainee interviews
* Maintain an on-going dialogue with successful trainees to ensure skills tests are completed, relevant school experience undertaken and any required subject knowledge completed
* Ensure all equivalencies are cheeked through the appropriate body
* Collate and organise assessment records
* Prepare and distribute all PLS documentation to trainees and partners schools
* Collate partner agreements
* Collation of trainee assignments as required
* Provide on-going social media information about PLS
* Organise bookings of facilities for PLS training sessions
* Attend recruitment events as required
* Ensure the maintenance of confidentially as set out in the PLS data protection policy
* To have a strong working knowledge of all PLS policies
* Provide confirmation letters of success at interview
* Provide confirmation letters of the award of QTS
* Maintain a data base tracking employment profiles of trainees for a minimum of three years after the successful completion of training
* To compile reports at the request of PLS directors
* To be responsible for the management of all pre-employment and pre-training checks
* Data comparison

Other

* Arrange and record all hospitality requests as required
* Collate and keep updated all recruitment information

To undertake other duties that may arise from time to time at the reasonable request of the PLS Directors

The above duties are neither exclusive nor exhaustive and the post holder may be required to carry out such other appropriate duties as may be required by the Principal of Sydney Russell School or Director of Teaching School, taking into regard the grade level of the post and the competence of the post holder.