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SCITT Operations Administrator - Job Description

The **School Centred Initial Teacher Training (SCITT) Operations Administrator** is a vital member of the SCITT team. You will need to be an excellent communicator at all levels, have strong administration and organisational skills, be flexible, a self-starter, kind and proactive.

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| Job Title: | <u>SCITT Operations Administrator</u> |
| Salary: | Bucks Pay Range 3 - 4, depending on experience |
| Hours of work: | 32.5 hours per week, flexible working available |
| Weeks: | Term time, flexible working available |
| Location: | High Wycombe |

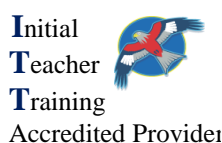
Job Purpose

To provide excellent levels of administrative and partnership service support across our School Centred Initial Teacher Training (SCITT) programme:

- Work as an integral part of the SCITT Team
- Ensure the smooth day-to-day running of the SCITT
- Be the first point of contact for trainees, partner schools, external agencies and other contacts
- To provide high quality support as part of a committed, friendly and flexible team including one other administrator.

General Administration

- Providing administrative support to SCITT Leadership Team;
 - Assisting collating data
 - Producing documentation
 - Assisting with maintenance of check lists and procedures and ensuring they are fit for purpose.
- To provide a professional, effective and excellent communication skills when acting as the first point of contact for SCITT. This includes answering all incoming calls, greeting, and dealing with trainees, partnership schools, external agencies and key stakeholders
- Organise meetings, including agenda, supporting documentation and attendance including taking minutes
- To participate in wider SCITT meetings and working groups as required
- Support programme leaders and cover incoming enquiries
- Provide admin support via various media – email, social media, open day/evening events
- Coordinate all administration of the trainee recruitment and selection process, to include:
 - Schedule interviews and communicating all details to applicants
 - Ensure ongoing contact and communication as appropriate with all relevant parties



- Document shortlisting procedure, preparing shortlists and making offers of employment, reference and DBS checking and other regulatory requirements to comply with safer recruitment legislation
- Hold key application information in GDPR compliant central systems for quick query access
- Prepare and circulate all SCITT information to relevant stakeholders in a timely, accurate and appropriate manner
- Liaise with other academic institutions
- Support maintenance of relevant social media platforms and the SCITT website as a central portal for trainees and mentors to access appropriate information, activities and resources
- Source and order stationery, marketing materials and other supplies
- Support management of the SCITT centre including maintenance via caretaker, cleaners and so on
- To maintain confidentiality in respect of personal records and data in line with the General Data Protection Act
- To actively support the SCITT related actions on the wider Trust GDPR toolkit, annual audit and ensure ongoing GDPR compliance
- At all times act in accordance with agreed Trust, local and national policies and procedures
- Facilitate meetings and small events, both face to face and virtually, including setting up meeting rooms, arranging catering/refreshments and tidying.

Partnership schools

- Oversee key communication with partnership schools across Bucks and beyond
- Maintain professional and positive relationships with all stakeholders
- Support in the recruitment of partnership schools
- Arrange school placements for trainees
- Check all relevant contracts are in place
- Communicate specific training to stakeholders.

Trainee support

- Assist with day to day trainee queries
- Track and monitor attendance
- Organise laptop distribution
- Organise hospitality including graduation day
- Set-up access to Trust CPD platforms
- Assist in supporting and promoting wellbeing of trainees and mentors.

Human Resources & Recruitment

- To manage the SCITT trainee recruitment, onboarding and induction, ensuring Safer Recruitment, social media checks, healthcare checks and key policies followed at all times
- Record and oversee trainee personal data adhering to GDPR
- To manage the IT requirements for trainees, including provision of devices, Microsoft 365 accounts and IT policies
- To monitor, review and report on both induction and ongoing trainee statutory and mandatory Trust training and HR policies
- Oversee the recruitment and admissions process via DfE portal and internal systems
- Arrange prospective trainee interviews
- Check all compliance documentation against Ofsted Handbook, DfE ITT Criteria and NASBTT Compliance
- To communicate induction days for trainees, Mentors and Quality Assurance Consultants.

Finance

- Support the Trust finance department with SCITT finance information, tracking and invoicing
- To oversee, manage and effectively track student loan applications



- Registration and confirmation of attendance on the student loan portal, Higher Education Provider services
- To process changes of circumstance, informing the finance department when required
- Ensure Service Level Agreements are in place, current and agreed where there are financial implications for all SCITT services.

Marketing and Communication

- Actively plan, implement and assist in the marketing of the SCITT programmes
- To identify, follow-up and convert prospective trainees into actual applications, adhering to data protection
- Be the owner of developing and updating the SCITT website, keeping up to date with current trends, competitors and ensuring compliance at all times
- To ensure all policies are up to date and accessible via our website
- Organising open days and associated materials, capturing leads for follow-up, in accordance with GDPR
- Proactively promote the SCITT.

Compliance

- Assist in maintaining manual and computerised records / management information systems e.g Teams
- Maintain a central electronic copy of all master documents
- To ensure all key policies are current and meet with legislation / statutory requirements, with support from the Trust central team.

General

- To professionally embody the Trust's values in all aspects of your work
- To undertake other work of an appropriate nature and in the interests of the SCITT as directed by the SCITT Leadership Team
- To liaise closely with other members of the team to provide a high-level of provision at all times
- To participate in the Trust appraisal system
- To be aware of and comply with Trust and Academy policies and procedures on child protection, health and safety, security, confidentiality and data protection, reporting any concerns to the SCITT Leader
- To be aware of and comply with Trust policies and procedures
- To travel to other Trust sites if needed.

The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the SCITT Leader & Programme Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This Job Description is indicative of the role for the current status of the SCITT, the role may vary as the SCITT develops and grows.

