



The Arthur Terry Learning partnership is committed to safeguarding and promoting the welfare of Children and Young People, and require all staff to share this commitment

JOB DESCRIPTION	
Post:/Title	Teaching School Hub Administrator
Job purpose: To provide administrative support to the Teaching School Hub working alongside the TSH and SCITT team, supporting the strategic direction of the Hub.	
Salary/Grade	Grade 3
Hours	5 days per week term time only plus 5 days to be worked flexibly during the summer holidays
Reports to:	Director of Teaching School Hub
Main duties:	<p>To work alongside the TSH team, supporting the strategic direction of the Hub working with and supporting the Director and Deputy Director of the Teaching School Hub and the SCITT Lead.</p> <p>Duties to be decided dependent on skillset of applicant but are likely to include:</p> <p>Supporting with the administration of Arthur Terry SCITT</p> <ul style="list-style-type: none"> • Coordinate the selection, admission, and interview process for ITT applicants • Update course information on the DfE application system • Maintain all Associate Teacher files, ensuring information is up to date • Process DBS checks and all other checks as laid out in the ITT criteria • Liaise with external agencies as required • Update Associate Teacher information on DBS/DfE management systems • Liaise with partnership and alliance schools/universities • Keep up to date with ITT legislation to ensure compliance <p>Support with the administration of the Teaching School Hub</p> <ul style="list-style-type: none"> • Lead the administration of designated area, processing registrations, maintaining required databases and liaising with schools and key stakeholders. • Provide administrative support including the preparation of programme resources, and organisation of Teaching School Hub events, both face to face and online. • Attend Teaching School Hub events and ensure that they run smoothly and effectively. • Effectively utilise and regularly update the CRM.

	<ul style="list-style-type: none">• Collate and process attendances and registers for taught sessions promptly, using the CRM.• Use provider platforms to monitor participant engagement in online components of training.• Tracking and checking financial statements from lead providers. <p>Other duties</p> <ul style="list-style-type: none">• Provide a comprehensive administrative service, including the full range of administrative duties, e.g. diary management, photocopying, taking minutes of meetings, filing, ensuring supplies are kept well stocked, room booking and organising hospitality.• Provide high-quality and professional communication and customer service to all stakeholders• Liaise with the ATLP finance team regarding:<ul style="list-style-type: none">- payments, funding and monitoring of the budget- raising purchase orders- processing of invoices
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Additional conditions:	<ul style="list-style-type: none"> • All staff have a responsibility for promoting and safeguarding the welfare of children and young people • All staff have a responsibility to ensure tasks are carried out with due regard to Health and Safety • To undertake appropriate professional development including adhering to the principle of appraisal • To promote the vision, aims and ethos of the Trust • To set an example of personal integrity and professionalism • To attend appropriate staff meetings, training days and professional development sessions • To be an effective team player and support the functions of the ATLP • The above duties are neither exclusive or exhaustive and the post holder may be required to carry out such duties as may be required from time to time, commensurate to the appropriate grade of the post. The post is likely to develop over time and specific tasks may be added or removed, therefore, flexibility is paramount • The duties of the post could vary from time to time because of new legislation, changes in technology or policy; appropriate training may be given to enable the post holder to undertake new or varied work • Observance of Equal Opportunities, Confidentiality, Health and Safety Policies, GDPR and staff Code of Conduct is required • Observance of complete confidentiality on all information is required and any failure so to do may be regarded as gross misconduct in terms of the ATLP Disciplinary Policy • To take responsibility for becoming familiar with academy policies and abide by them • This job description is normally subject to annual review. It may be amended at the request of the Line Manager or the post holder following consultation
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PERSON SPECIFICATION

A.F. = Application Form; I = Interview; T = Test or Exercise;

CRITERIA		M.O.A.
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> • Administrative qualification or equivalent experience • Minimum GCSE/equivalent at grade C or equivalent in English and Maths 	AF/Certificates

EXPERIENCE	<ul style="list-style-type: none"> • Experience as an administrative assistant • Experience of working within Initial Teacher Training is desirable but not essential 	AF
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Highly effective written and verbal communication skills including the ability to compose holding emails and letters • Ability to work on own initiative and make decisions • Ability to work as a member of a collaborative team • Excellent organisational and planning skills • Ability to relate to all personnel within the working environment • Ability to approach all confidential matters with discretion, sensitivity and diplomacy, preserving the integrity of ATLP information and complying with the requirements of the Data Protection Act • Excellent ICT skills in all standard Microsoft packages e.g., word, excel, outlook • Knowledge and experience of school procedures, organisation and structure • Excellent planning, prioritising and organisational skills and the ability to complete administrative tasks accurately and efficiently • Ability to remain calm under pressure and organise time effectively • Ability to adapt to changing demands and conditions • Ability to develop and maintain efficient record keeping systems • Ability to communicate with a range of audiences including colleagues and other stakeholders • Ability to identify work priorities and manage own workload to meet deadlines whilst ensuring that lower priority work is kept up to date 	AF/I/T
TRAINING	<ul style="list-style-type: none"> • Evidence of willingness to participate in training and development opportunities 	AF
CONTRA INDICATOR	Positive Disclosure relating to children or vulnerable adults	Disclosure Form to be completed prior to interview