Wandsworth SCITT (School Centred Initial Teacher Training)

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| **JOB TITLE:** | SCITT Administrator | **GRADE: Scale 4 point 7** |
| **CONDITIONS OF EMPLOYMENT**: | The pay point for this post is Brandlehow Primary School.  Your employer is Wandsworth SCITT. | **HOURS:**  35 hours per week.  38 weeks per year.  Typical working hours: 8.30-4.30 Flexibility would be required to attend training sessions and recruitment events outside of these hours.  A four day week could be negotiated at point of recruitment  Holidays to be taken during school holiday times. |
| **SERVICE AREA:** | School Centred Initial Teacher Training | **DURATION:** Fixed term two years |
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| **DIGNITY AT WORK:**  To assist in ensuring equal access to services and employment opportunities for everyone and promotes the SCITTs Equal Opportunities in Employment Policy.  To treat all students and colleagues in a fair and respectful way, which gives positive regard to people’s differences and individuality (for example, gender, gender identity, nationality or ethnic origin, disability, religion or belief, sexual orientation, age). | | |

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| **PURPOSE:**  To work with the Director of School Centred Initial Teacher Training (SCITT) to secure a high quality initial teacher training programme for all trainees. The SCITT Administrator will;   * be involved in all areas of trainee recruitment; engaging with applicants to promote SCITT and provide accurate information to interested parties. * liaise with schools, staff and applicants to ensure that the interview process is run effectively. * provide data returns to accountable bodies, including the National College. * be the first point of contact for all trainees dealing with simple requests for information through to pastoral support and financial advice for those with concerns. * provide full administration and support for the SCITT trainers, tutors and assessors. * maintain communication systems across the organisation, ensuring that everyone has the relevant information needed to run effectively. |

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| **PRINCIPAL ACCOUNTABILITIES:**  ***Please note decision making must be included within the Principal Accountabilities*** | |
| 1 | To promote and safeguard the welfare of children, young people/and or vulnerable adults. |
| 2 | To engage, support and encourage potential applicants to apply to Wandsworth SCITT. |
| 3 | To operate the bank account and undertake monthly reconciliations under supervision of the Director of SCITT. |
| 4 | To maintain monitoring systems of income and expenditure under supervision of the Director of SCITT. |
| 5 | To monitor the payment of invoices, monies owed to SCITT and payment of casual staff. |
| 6 | To maintain and share data with external bodies, including the National College. |
| 7 | Ensuring the ITT programme is effectively marketed and co-ordinated which may involve out-of-hours work, for example at recruitment events. |
| 8 | To manage the administration of the recruitment process; checking documentation, preparing and collating all necessary paperwork and records ensuring ITT statutory guidance is followed. |
| 9 | To provide support and advice to trainees where necessary and identify when and how to signpost to additional support. |
| 10 | To liaise with stakeholders to ensure correct agreements are understood, signed and agreed. |
| 11 | To maintain clear routines for sharing and disseminating information and resources between trainees, trainers, mentors, tutors and all partners that enable the SCITT to run in an organised and professional manner. |
| 12 | To collate and present trainee assessment information so that the SCITT Director and tutors can plan and deliver appropriate support packages. |
| 13 | To collate data from a range of SCITT review activities to inform self-evaluation and improvement plans. |
| 14 | Minute taking and organisation of SCITT school meetings and associated diary management of events. |
| 15 | Day to day administration of the SCITT website where required. |
| 16 | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the Wandsworth SCITT, as your employer and you as an employee of the SCITT. In addition to the SCITTs overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the SCITTs Health and Safety policy. |
| **GENERAL:**  The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the SCITT are met. | |

| **PERSON SPECIFICATION** | | | **Tick relevant column** | | **List code/s\*** |
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| **The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.**  *\*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS’s), T = Test/Assessment, P = Presentation* | | | **Essential** | **Desirable** | **How identified** |
| **1.** | **Qualifications:** | | | | |
| GCSE or equivalent level 2 qualification in maths and English at grade C or above. | |  | **✔** | **QC** |
| **2.** | **Relevant Experience:** | | | | |
| Previous experience working in a school or educational environment. | |  | **✔** | **AF** |
| Significant experience of using information systems in an administrative environment, e.g. Excel, Google Workspace. | | **✔** |  | **AF, T** |
| Significant experience of using computerised systems for budget monitoring. | |  | **✔** | **AF, T** |
| Significant experience providing support and advice. | | **✔** |  | **AF** |
| Previous experience working with adults undertaking learning / training. | |  | **✔** | **AF** |
|  | Working in an environment where experiences included taking initiative and self motivation. | | **✔** |  | **I** |
|  | Experience of organising my own time and working to competing deadlines. | | **✔** |  | **I** |
|  | Experience of organising meetings. | |  | **✔** | **I** |
| **3.** | **Skills (including thinking challenge/mental demands):** | | | | |
| Motivation to work with children and young people. | |  | **✔** | **I, R** |
| Ability to form and maintain appropriate relationships and personal boundaries with children and young people. | |  | **✔** | **I, R** |
| Critical thinking and problem solving – use logic and research to identify strength, weaknesses and alternative solutions. | | **✔** |  | **I** |
| Social perceptiveness – be aware of others’ reactions and understating why they react as they do. | | **✔** |  | **I, R** |
| Active learner – understanding the implications of new information for both current and future problem-solving and decision-making. | | **✔** |  | **I, AF** |
| Management of Material Resources – obtaining and seeing to the appropriate use of equipment, facilities and materials needed to do certain work | | **✔** |  | **AF, R** |
| **4.** | **Knowledge:** | | | | |
| A knowledge and commitment to safeguarding and promoting the welfare of children and young people. | |  | **✔** | **R, AF** |
| Customer and Personal Service – knowledge of principles and processes for providing customer and personal services. | | **✔** |  | **I** |
| Awareness of ITE process and policies. | |  | **✔** | **I** |
|  | Knowledge of educational legislation, guidance and legal requirements. | |  | **✔** | **I** |
|  | Working knowledge of legislation and guidelines e.g. DDA, Data Protection, Freedom of Information etc. | |  | **✔** | **I** |
| **5.** | **Interpersonal/Communication Skills:**  **Verbal Skills** | | | | |
| Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people | | **✔** |  | **R, I** |
| Active listening skills. | | **✔** |  | **I** |
| Good telephone manner. | | **✔** |  | **I** |
| Persuasion and negotiation. | | **✔** |  | **I** |
| **Written Skills** | | | | |
| Write emails, letters, agendas and accurate, concise minutes. | | **✔** |  | **AF** |
| Record keeping, information retrieval and dissemination of data/documentation to the relevant people. | | **✔** |  | **I** |
| Collate information and provide reports. | | **✔** |  | **I** |
|  | Good writing skills including ICT and keyboard skills. | | **✔** |  | **AF** |
| **6.** | **Other:** | |  |  |  |
| Persistence. Be a person of integrity and to be able to maintain confidentiality. | | **✔** |  | **I** |
| To have a positive attitude to personal development and training. | | ✔ |  | **I** |
| Demonstrate openness to learning and change. | | ✔ |  | **I** |
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| **7.** | | **Disclosure of Criminal Record:** | | | |
| The successful candidate’s appointment will be subject to the School obtaining a satisfactory Enhanced and Barring List Disclosure from the Disclosure and Barring Service. | **✔** |  | DBS Disclosure |
| If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. | **✔** |  | AF(after short listing) |
| If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only. |  | N/A | AF(after short listing) |