



Initial Teacher Training Course Administrator

Required to start as soon as possible after successful interview
20 hours per week, term time only, plus 2 weeks

Salary: Point 7-9 £11,735.92 - £12,134.46 actual salary
FTE £24,294 - £25,119

Gloucestershire Initial Teacher Education Partnership (GITEP) is a school centred initial teacher training provider (SCITT) judged outstanding by Ofsted in 2023 and rated among the top secondary teacher training providers in the country. GITEP SCITT recruits and trains around 80 new teachers each year with the intention they will go on and work in one of our 30+ partner schools in Gloucestershire.

This role will be to support GITEP course leaders with recruitment and on-course administration.

Please see the Applicant Pack for further information including a Job Description on the Balcarras Trust website www.thebalcarrastrust.co.uk

Application: to apply, please send completed application forms to jobs@balcarras.gloucs.sch.uk

Closing Date for applications: Friday 27th September 2024, 9am

(This position may close earlier than stated above should a suitable applicant be appointed. We therefore encourage interested candidates to apply as soon as possible).

Interviews will be on a rolling basis.

For further information about the post, please contact the school at the above email address.

The Balcarras Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. This role will involve regulated activity with children. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please also read the Recruitment Selection and Disclosure Policy within "How to apply" which includes our policy on recruiting ex-offenders. All posts are subject to an enhanced DBS check and receipt of two satisfactory references.