

# MID ESSEX I T T

INITIAL TEACHER TRAINING



*Training teachers in Essex schools since 1994*

## Vacancy - Administrator



# About Us

Mid Essex Initial Teacher Training (Mid Essex ITT) is a long-established teacher training provider with more than 30 years' experience in developing high-quality secondary school teachers.

Operating in partnership with more than 20 secondary schools across Essex, we deliver a rigorous and practice-focused training programme that has supported the development of more than 800 teachers to date.



Our provision enables trainees to teach across the 11–16 age range, with opportunities for post-16 enhancement in many subjects. Trainees work towards Qualified Teacher Status (QTS) alongside a Postgraduate Certificate in Education (PGCE), awarded by Anglia Ruskin University.

We offer a range of training routes, including Full Time, Part Time, Salaried and Assessment Only pathways, ensuring that individuals from a diverse range of backgrounds can access a route that aligns with their experience and circumstances.

In February 2024, Mid Essex ITT was graded as 'Outstanding' by Ofsted for the second time in a

*Notley High School and Sixth Form - the home of Mid Essex ITT and the location for our weekly Core Training*

row. This judgement reflects the strength of our partnership, the high quality of our training, and the exceptional experience we provide for our trainees.

Across the partnership, we maintain a strong commitment to professional support, collaborative working and continuous improvement. Our focus is on developing committed, optimistic, research-engaged and effective teachers who are well prepared to make a positive contribution to schools within our region and beyond.



## Why Work With Us?

A role at Mid Essex ITT offers the opportunity to work within an established and highly-respected initial teacher training partnership that has consistently demonstrated excellence over more than three decades. As an Ofsted-rated Outstanding provider, we maintain rigorous professional standards and a strong commitment to delivering high quality training and support for aspiring teachers. Joining Mid Essex ITT means becoming part of a collaborative, forward-thinking organisation that values professionalism, integrity and continuous improvement. Our small team works closely with a

wide network of partner schools, ensuring that trainees receive a cohesive and well-structured training experience. Staff benefit from a supportive working environment, clear operational processes and access to ongoing professional development. We place significant emphasis on teamwork, quality and operational efficiency. As part of our administrative team, you will contribute directly to the smooth running of the Mid Essex ITT programme and the positive experience of trainees, mentors and partner schools. This role provides opportunities to develop sector-specific knowledge, enhance administrative

expertise and work within a dynamic and purpose-driven educational environment. Mid Essex ITT is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to uphold these responsibilities, and safer recruitment practices are embedded throughout our processes in line with statutory guidance.

Mid Essex ITT is part of Bridge Academy Trust. You can read about our employee benefits here: <https://www.bridgeacademytrust.org/Employee-Benefits/>

## Ofsted

Mid Essex was last inspected by HM Ofsted inspectorate in February 2024 and was graded as "Outstanding"



*"The provider is highly ambitious for all trainees. It takes its responsibility to provide the area with teachers of the highest quality seriously. Partnership schools share the vision. Together, they work to train committed individuals to become highly effective professionals."*

Ofsted, February 2024

# Job Purpose

*The Administrator plays a central role in ensuring the effective operation of the Mid Essex Teacher Training programme. The post holder will provide high-quality administrative, organisational and secretarial support to the Director, Course Tutors and Senior Administrator, contributing to the smooth and efficient running of Mid Essex ITT.*

*This role is integral to the successful recruitment, enrolment, training and pastoral support of trainee teachers. The Administrator will be responsible for maintaining accurate records, supporting compliance with statutory and regulatory requirements, and ensuring that trainees, mentors, tutors and partner schools receive a professional and responsive service.*

*The Administrator will put their excellent customer service*

*skills to good use in all interactions with our trainee teachers, and will work collaboratively with colleagues across the partnership, liaise with external organisations and support the delivery of an outstanding training experience.*

*Full training will be provided on Mid Essex ITT systems, processes and sector-specific requirements.*

*The role is full time ideally, but this is subject to negotiation. Many of our staff work flexibly in many different ways, including part time. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want but we will consider reasonable requests.*

*Thank you for your interest in this position and we look forward to receiving your application.*



# Job Description

Course Administrator - Job description	
Job Title	SCITT Administrator
Grade	Scale 3, Points 4-5
Location	Primarily based at the Mid Essex ITT central office at Notley High School, Braintree
Line Manager	Senior Administrator (with regular liaison with the Director)
Principal Responsibilities	
1. General administration and office support	<ul style="list-style-type: none"> <li>• Provide day-to-day administrative support to the Director, Senior Administrator and Course Tutors.</li> <li>• Contribute to the smooth and efficient operation of the Mid Essex ITT office.</li> <li>• Support accurate and up-to-date trainee records, placement information and distribution lists.</li> <li>• Respond promptly and professionally to telephone and email enquiries.</li> <li>• Prepare documentation for meetings, training sessions and events, including room bookings, catering requests and online arrangements.</li> <li>• Take notes or minutes at meetings as required and maintain accurate records.</li> <li>• Maintain records of trainee attendance, assessment submissions and outcomes. support</li> <li>• Support financial administration processes, including completing order forms and maintaining financial records.</li> <li>• Assist with the completion of statutory data returns and documentation required by external agencies.</li> <li>• Support the SCITT team in responding sensitively and confidentially to trainee pastoral needs.</li> </ul>
2. Programme and Training Administration	<ul style="list-style-type: none"> <li>• Prepare training resources for weekly Core Training sessions, including materials for trainees unable to attend in person.</li> <li>• Ensure printing and resource deadlines are met in advance of training events.</li> <li>• Support the organisation and administration of:               <ul style="list-style-type: none"> <li>• Weekly Core Training</li> <li>• Induction training days</li> <li>• Mentor training sessions</li> <li>• Assessment and moderation activities</li> </ul> </li> <li>• Assist with the use of trainee assessment systems (e.g., Mosaic).</li> <li>• Support the preparation and distribution of weekly communications to trainees and professional colleagues.</li> </ul>
3. Recruitment and Safer Recruitment Administration	<ul style="list-style-type: none"> <li>• Support all stages of the trainee recruitment process, ensuring compliance with statutory guidance and safer recruitment requirements.</li> <li>• Support the administration and co-ordination of interview and assessment days.</li> <li>• Assist as required with initial screening and shortlisting of applicants under the direction of senior staff.</li> <li>• Support recruitment processes across all training routes, including Assessment Only.</li> <li>• Assist with the administration of pre-employment and enrolment checks, including:</li> </ul>

	<ul style="list-style-type: none"> <li>• References</li> <li>• DBS applications</li> <li>• Qualification checks</li> <li>• Fitness to train checks</li> <li>• Occupational Health processes</li> <li>• Maintain accurate and confidential recruitment records and online HR folders.</li> <li>• Support adherence to Keeping Children Safe in Education guidance.</li> <li>• Attend Safer Recruitment training as required.</li> <li>• Support liaison with partnership schools to assist in securing suitable trainee placements.</li> </ul>
4. Marketing, Communications and Events Support	<ul style="list-style-type: none"> <li>• Act as a professional point of contact for potential applicants, providing accurate information about the Mid Essex ITT programme.</li> <li>• Support marketing and recruitment activities, including:               <ul style="list-style-type: none"> <li>• Assisting with website updates</li> <li>• Supporting social media content and communications</li> </ul> </li> <li>• Preparing and distributing marketing materials to partner schools</li> <li>• Support the organisation and administration of:               <ul style="list-style-type: none"> <li>• Interview and assessment days</li> <li>• Induction events</li> <li>• Open evenings and marketing events</li> <li>• Awards and celebration events</li> </ul> </li> <li>• Assist with the preparation of training documentation and promotional materials.</li> </ul>
5. Professional Responsibilities	<ul style="list-style-type: none"> <li>• Work collaboratively as part of a small, flexible and committed administrative team.</li> <li>• Always maintain confidentiality and professionalism.</li> <li>• Participate in team meetings, training and professional development activities.</li> <li>• Undertake any other duties appropriate to the role and grade, as reasonably requested.</li> </ul>

# Person Specification

## Person Specification

Category	Criteria (Tailored to Mid Essex ITT)	Essential	Desirable	How Assessed
<b>Qualifications &amp; Training</b>	Strong literacy and numeracy skills to support accurate administration across a busy teacher training programme	✓		Application
	Educated to GCSE / NVQ Level 2 standard (or equivalent), or relevant experience	✓		Application
	Willingness to undertake relevant training (e.g. Safer Recruitment, data compliance, ITT regulatory updates)	✓		Application/interview
<b>Experience</b>	Experience of general clerical or administrative work in a fast-paced environment	✓		Application and Interview
	Experience working in an education, training or higher education setting		✓	Application
	Experience managing competing priorities and meeting deadlines, reflecting the seasonal peaks of ITT administration	✓		Application / Interview
	Excellent organisational and recordkeeping skills to support trainee placements, weekly training schedules and compliance requirements	✓		Application
<b>Administrative &amp; ICT Skills</b>	High level of accuracy and attention to detail, essential for maintaining trainee records, DBS checks and Ofsted compliant documentation	✓		Application / Interview
	Confident use of ICT systems (e.g., Microsoft Office Suite, Teams, Zoom)	✓		Application
	Ability to use office equipment effectively photocopiers, scanners	✓		Interview

<b>Communication &amp; Interpersonal Skills</b>	Excellent customer service skills when liaising with candidates and potential trainee teachers	✓		Application / Interview
	Excellent written and verbal communication skills to liaise with trainees, mentors, partner schools and external organisations	✓		Application / Interview
	Ability to communicate professionally with a wide range of stakeholders across the Mid Essex partnership	✓		Interview
	Ability to handle confidential and sensitive information appropriately (e.g., trainee progress, safeguarding, DBS data)	✓		Application / Interview
<b>Personal &amp; Professional Qualities</b>	Ability to work constructively and collaboratively as part of Mid Essex ITT's small, friendly team	✓		Interview
	Flexible and adaptable approach to changing priorities	✓		Interview
	Self-motivated with the ability to use initiative	✓		Application / Interview
	Professional, approachable and courteous manner, reflecting Mid Essex ITT's supportive ethos and CORE values	✓		Interview
	Proactive, solution focused and committed to providing a high-quality service for trainees and partner schools	✓		Interview
	Willingness to learn new systems, processes and ITT regulations as the sector evolves	✓		Interview
<b>Diversity, Equity and Inclusion</b>	Commitment to diversity, equity and inclusion, ensuring Mid Essex ITT is a place where trainees feel they belong	✓		Application / Interview

	A commitment to completing training on diversity, equity and inclusion	✓		Interview
Safeguarding & Compliance	Willingness to undergo an Enhanced DBS check	✓		Application
	A commitment to completing safeguarding training and safer recruitment training on an annual basis	✓		Interview
	Understanding of safeguarding responsibilities, or willingness to learn, in line with ITT and school-based requirements.	✓		Interview

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated February 2026.

## How to Apply

To apply for the role, please complete the application form, demonstrating how your skills and experience match the criteria in the Job Description and Person Specification, and return directly to Mid Essex ITT on the email address provided below.

Application guidance notes are available to assist you with completing your application.

Informal enquiries regarding the role can be made to the Mid Essex ITT office via the email address below or by calling the office on 01376 556 398.

Please email your application to: [admin@midessexteachertraining.com](mailto:admin@midessexteachertraining.com)

Closing date: **9am, Monday, 16th March 2026**

Interviews for shortlisted candidates: **Wednesday, 18<sup>th</sup> March 2026**

Proposed start date: **Immediate**

**Application Form**

**Application Guidance**

**Applicant Privacy Notice**



Sophie Allchin  
Course Director



Steve Fox  
Assistant Course Director



Julie Rickards  
Senior Course Administrator



Holly Sutton  
Course Tutor



Sarah-Jayne Sieg  
Course Tutor



Dan Suen  
Course Tutor

Mid Essex Initial Teacher Training  
Notley High School and Sixth Form,  
Notley Road, Braintree, Essex, CM7 1WY

[admin@midessexteachertraining.com](mailto:admin@midessexteachertraining.com)  
Tel: 01376 556 398  
[www.midessexteachertraining.com](http://www.midessexteachertraining.com)