

Course Administrator - Job description	
Job Title	Mid Essex ITT Administrator
Grade	Scale 3, Points 4-5
Hours	Full time, 37 hours a week, 39 weeks a year, Fixed term Easter 2026 – Easter 2027
Location	Primarily based at the Mid Essex ITT central office at Notley High School, Braintree
Line Manager	Senior Course Administrator (with regular liaison with the Director)
Principal Responsibilities	
1. General administration and office support	<ul style="list-style-type: none"> • Provide day-to-day administrative support to the Director, Senior Administrator and Course Tutors. • Contribute to the smooth and efficient operation of the Mid Essex ITT office. • Support accurate and up-to-date trainee records, placement information and distribution lists. • Respond promptly and professionally to telephone and email enquiries. • Prepare documentation for meetings, training sessions and events, including room bookings, catering requests and online arrangements. • Take notes or minutes at meetings as required and maintain accurate records. • Maintain records of trainee attendance, assessment submissions and outcomes. • Support financial administration processes, including completing order forms and maintaining financial records. • Assist with the completion of statutory data returns and documentation required by external agencies. • Support the SCITT team in responding sensitively and confidentially to trainee pastoral needs.
2. Programme and Training Administration	<ul style="list-style-type: none"> • Prepare training resources for weekly Core Training sessions, including materials for trainees unable to attend in person. • Ensure printing and resource deadlines are met in advance of training events. • Support the organisation and administration of: <ul style="list-style-type: none"> ○ Weekly Core Training ○ Induction training days ○ Mentor training sessions ○ Assessment and moderation activities • Assist with the use of trainee assessment systems (e.g., Mosaic). • Support the preparation and distribution of weekly communications to trainees and professional colleagues.
3. Recruitment and Safer Recruitment Administration	<ul style="list-style-type: none"> • Support all stages of the trainee recruitment process, ensuring compliance with statutory guidance and safer recruitment requirements. • Support the administration and co-ordination of interview and assessment days. • Assist as required with initial screening and shortlisting of applicants under the direction of senior staff. • Support recruitment processes across all training routes, including Assessment Only.

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

Person Specification

Category	Criteria (Tailored to Mid Essex ITT)	Essential	Desirable	How Assessed
Qualifications & Training	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
Experience	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
Administrative & ICT Skills	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

Communication & Interpersonal Skills	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
Personal & Professional Qualities	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
Diversity, Equity and Inclusion	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

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INITIAL TEACHER TRAINING

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.