

# Applicant Pack

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To be read in conjunction with our 'Join our staff' brochure



## Job Advert



The South Yorkshire Teaching Hub is one of the pilot Teaching School Hubs, funded by the Department for Education and is part of a national network of 87 Teaching Hubs, supporting the journey of teachers from Initial Teaching Training (ITT) and throughout their careers.

As part of our ITT provision, we have the NML SCITT which is the only National Modern Languages SCITT working with partners in the state and independent sector to train and support new teachers entering the profession.

*The South Yorkshire Teaching Hub & NML SCITT are part of Chorus Education Trust, and as such all appointees may be required to work at any Trust site in the future.*

### **NML SCITT Administrative Manager**

**Salary: Grade 6 Scale Point 21-26 (£26,975 - £30,984)**

**Permanent - 37 hours per week / 52 weeks per year**

**To start: July 2022**

### About this vacancy

We require an experienced Administrator to join our wonderful team and contribute to our work, as part of the only National Modern Languages SCITT.

This is a unique post, and we are a unique organisation. Based in Sheffield, you will be the front line for all queries, liaising with our national geographical hubs, working with partners in the State and Independent sector and providing comprehensive administrative management skills to the SCITT director and key personnel within the organization.

Duties and tasks will be interesting and varied and the successful candidate will be responsible for supporting the SCITT team with the associated specialised administration skills, including the maintenance and development of appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines

The post holder will report directly to the Director of the SCITT.

### To apply

The full application pack is available from [www.chorustrust.org/vacancies](http://www.chorustrust.org/vacancies) and completed Chorus Trust application forms are to be sent to Jill Rishworth (HR Administrator) at: [recruitment@silverdale.chorustrust.org](mailto:recruitment@silverdale.chorustrust.org) Please note that CVs and Sheffield City Council application forms will not be accepted.

Applicants are welcome to discuss any aspect of the role with Sarah Fidler, Office Manager.

Deadline for applications: **11.59pm on Thursday 19 May 2022**

Interviews to be held: **TBC**

*The successful candidate will be required to complete a Disclosure & Barring check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.*

## Job Description: summary

<b>JOB DESCRIPTION</b>	
<b>Post Title</b>	SCITT ADMINISTRATIVE MANAGER
<b>Profile</b>	BS3.5
<b>Grade</b>	6
<b>Grade Spinal Point Range</b>	21-26
<b>Accountable SLT post</b>	SYTH Director
<b>Line Manager of Postholder (if different)</b>	SCITT Director
<b>Staff to be supervised or line managed by post holder</b>	No current direct reports, but this post could manage a small administrative team
<b>Post holder will work with</b>	Trust and school/SYTH support staff Other teaching and support staff – SCITT Lead Practitioners
<b>Holiday and sickness relief by/ for</b>	By and for other STSA administrative staff
<b>Purpose of job</b>	To lead, co-ordinate and deliver an efficient and effective administrative support service to the SCITT and hubs under the guidance of the SCITT Director
	This post may work across the Trust schools.
<b>Version revised:</b>	Jan 2022

The post holder must at all times carry out his/her responsibilities within the spirit of school and trust policies and within the framework of legislation relating to Academies and Education, with particular regard to the statutory responsibilities of the Trust and the Governing Body of the School(s).

**Specific duties and responsibilities:**

To be responsible for supporting the SCITT with the associated specialised administration team/function, including the maintenance and development of appropriate systems and processes to the standards required by the relevant bodies and statutory guidelines. This will include, but not be limited to:

**General administration and team management:**

- Lead, manage, develop and administer administrative processes and protocols and line manage the administrative team for the SCITT, providing assistance and guidance to Trust and Hub colleagues.
- Provide finance colleagues with timely records to enable them to charge for the service(s).
- Develop and maintain efficient systems for tracking and managing the work of the SCITT admin team and manage the workflow in order to ensure that the team manages peaks and troughs in workload.
- Proactively undertake and lead committee servicing/clerking and support for governance groups and committees, involving the arrangement of meetings, agenda preparation, preparation of papers, taking minutes and follow up action.
- Provide or co-ordinate PA support if required for senior staff.
- Operate relevant complex IT packages and equipment.

**SCITT specialist administration:**

- Administrate the SCITT function for the training of teachers including the activities listed below.
- Action the improvement plans for SCITT and update the Director(s) on the progress of each workstream.
- Manage and oversee the team in the administration of various agreements with SLE's, Hubs and Partner Schools or organisations under the guidance of directors. Creating and reviewing agreements where necessary.
- Manage and develop quality assurance procedures in line with all relevant policies and procedures and external requirements for admissions.
- To develop and adhere to the established quality assurance procedures in line with SYTH and SCITT policy and procedure, University and external requirements for admissions. To develop and adhere to the established quality assurance procedures in line with SYTH and SCITT policy and procedure, University and external requirements for admissions. Working with the appropriate Directors.
- To keep up to date with and advise the SCITT Director to support their decision making on statutory requirements and guidelines for teacher training and for all relevant statutory reporting requirements for SCITT/SYTH.
- Manage the team responding to and communicating with trainees, school-based mentors, Higher Education Institutions (HEI) colleagues (academic and administrative), and partner schools, communicating essential information on a regular basis.

#### **Applicant Administration:**

- Manage the team to organise and support recruitment, the efficient administration and placement planning of trainees. Using the various external DFE/TRA and HEIs systems (eg UCAS/DFE Apply) and the internal SCITT/SYTH CRM system(s).
- Managing the process of confirming places and monitoring course activity in order to take decisions about opening and closing course(s).
- Support the team to respond to complex enquiries about the admissions process, from applicants, school colleagues (internal and external) and administrators (internal and external).
- Oversee the team completing ID checks and process/monitor DBS applications via the appropriate Trust systems.
- Manage the team and advise them on providing complex applicant guidance and non-standard qualification checks, entry guidance etc.
- Give regular routine HR advice re trainee processes, monitor teacher standards and support and guide trainees.
- Manage and support trainee HR processes and records e.g. sickness, performance management, recruitment and selection, safeguarding and safer recruitment
- Respond to enquiries about the SCITT admissions process, eligibility criteria (from government dept sources), checking qualifications eligibility, from applicants, academic colleagues, school colleagues (internal and external) and administrators (internal and external). Refer complex cases to the Lead Practitioner/ SCITT Director.

#### **MIS Administration:**

- Process and maintain compliant records.
- The management, tracking and implementing of an efficient trainee data management and records retention policy from the initial enquiry, through the application processes, through UCAS application and any other systems (internal and external) including: monitoring current applications, handling sensitive data highlighting key dates pertaining to applications, processing trainee decisions and offer-making, in-line with SCITT and HEI policies. This involves covering the above for the whole trainee lifecycle to QTS award.
- To provide efficient and accurate information to Directors through data management and analysis in house and with partners, in order to produce a range of management information, documentation, reports and publications.
- Collate data from SCITT Hub Leaders as appropriate and provide reports as requested tracking numbers and performance at key dates and stages of the process.
- Use relevant systems (internal and external) to forward relevant data to government bodies or HEI institutions for statutory returns, e.g., DFE census, update QTS award status on completion, PGCE data for HEIs.
- **Compliance** - maintain an in-depth knowledge and understanding of statutory SCITT regulations and monitor that they are being met by all establishments. Inform the Director or colleagues of issues or concerns where standards are not being met and action needs to be taken.
- Keep up to date with statutory requirements and guidelines around SCITT reporting.
- Providing support for the preparation of reports to Department of Education (DfE) or other government agencies reporting on STSA activity including: keeping records of SCITT

trainees, Newly Qualified Teacher (NQT), Specialist Leaders of Education (SLE), and CPD provision for AB /SCITT.

- Collate information for HMI Inspector visits as required by the lead practitioner for the SCITT.
- Upload policies to relevant statutory body - Office of Independent Adjudicator for Higher Education (OIAHE)
- Advise trainees and SCITT hubs on potential programme of training from standard menu.
- **Administration & Marketing** - provide administrative support and attend formal NQT C4C meetings, take minutes, support and give advice when required to the Chair and prepare follow up formal letter.
- Track and administer SCITT trainees in cause for concern process, providing administrative support for the process as required.
- Support, attend and administer SCITT Board meetings and committees, involving the arrangement of meetings and resources, agenda preparation, preparation of papers, taking minutes and follow up action.
- Administration of SCITT Partnership Agreements (contracts), monitoring and checking compliance.
- Trainee recruitment and selection process – provide administrative support and training for the SCITT interview and selection process in all Hubs, following guidelines to ensure HR compliance. Provide advice and guidance on the selection process and HR procedures around trainee recruitment and new starter process for new SCITT Hubs and assist the lead practitioner in QA of the process as necessary.
- Administer SCITT trainee records, perform compliance checks and new starter process – trainee contracts.
- The management of the process and administration of the SCITT request for places through DfE and HEIs.
- To support the marketing of SCITT with administration including registering with DfE events and coordinating attendance at these events in conjunction with the lead practitioner and the Trust Marketing team.
- To provide training and support to the wider STSA team in order to support the development of The National Modern Languages SCITT (TNMLS)
- To be the first point of contact for SCITT trainees, STSA school-based mentors, Higher Education Institutions (HEI) colleagues (academic and administrative), and partner schools and to communicate essential information on a regular basis.
- To liaise with Student Finance England (SFE) with relation to fees and bursary payments for The National Modern Languages SCITT.

**General administrative support for Trust/ school (role specific):**

- Managing and monitoring the SCITT generic enquiries channels eg. email inbox, telephone and website enquiries.
- To contribute to the administrative preparation for the development and delivery of relevant training sessions as required.
- To assist in the organization and support for delivery of events, meetings and training and development activities including the preparation of marketing materials, as required.

- Delegation of administrative work to Administrative Support post-holders, through the STSA Administrative Co-ordinator as necessary and appropriate, maintaining ownership of the task.
- To use Trust financial systems including ordering, passing invoices for payment and to undertake budget monitoring using the e-procurement system, ensuring accurate records are maintained relating to both income and expenditure for the SCITT.
- Assist where needed with STTA contracts processes

**Support for Trust/School (all roles)**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Take an active part in all key school events such as open evenings etc
- From time to time, to meet the needs of the school, you may be asked but not automatically expected to work hours additional to your normal working hours. The school will give you as much notice as possible and you will be paid/recompensed for such work. Examples where this might be required are for example; relevant key school events such as Open Evenings, exam results days, trips, clubs, training etc.
- Assist with the clerical duties of the administration team as required from time to time and as appropriate to your role
- Contribute to the overall ethos/work/aims of the Trust/school
- Participate in relevant training, other learning activities and performance management as required
- Ensure display boards and leaflet displays, etc are kept up to date and in good order as appropriate and required
- To undertake any other duties and responsibilities, commensurate with the level of the post, as may be determined after negotiation between management, the postholder and appropriate trade unions
- Team responsibilities - All administrative support staff are considered part of the overall support team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.

**Further Statement:**

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of School/Principal.

The job description and allocation of particular responsibilities will be kept under review and may be amended via consultation with individuals, the Governing Body or Board of Trustees and/or Senior leadership team as required. Trade Union representation will be welcomed in any such discussions.

# Person Specification

**Job title: SCITT Administrative Manager**

REQUIREMENTS	Essential	Desirable	Assessment method
			A = application
			I = interview
			R = reference
Knowledge, experience and skills			
High level IT skills in Microsoft Office: Word, Excel, PowerPoint plus email and the web	✓		A/I
Proven practical experience of setting up and maintaining effective and efficient workflow and administrative systems	✓		A/I
Proven experience of working as an administrator with a significant level of responsibility in a busy office environment	✓		A/I
Working in a busy environment with many priorities and conflicting deadlines	✓		A/I
Able to apply, interpret and communicate governance arrangements to ensure purposeful meetings with clarity on when matters need to be escalated	✓		A/I
Significant team management experience including supervision, appraisal and disciplinary procedures		✓	A/I
Experience in successfully managing a significant workload including multiple projects and working to tight deadlines	✓		A/I
Experience of managing administrative budgets		✓	A
Experience of working in an educational environment		✓	A/I
Knowledge of ITT programmes and processes		✓	A/I
Qualifications			
Good level of literacy and numeracy e.g., GCSE Maths and English or substantial relevant experience	✓		A
Evidence of regular, relevant and recent personal development	✓		A



<b>Other skills</b>			
The ability to take charge and manage a team and assist them in prioritising and organising their tasks	✓		A/I
Excellent proof-reading skills with strong attention to detail	✓		A/I
Strong ICT skills	✓		A/I
Able to plan and prioritise to ensure timely delivery of workload of whole admin team to tight deadlines	✓		A
Ability to cope with conflicting demands, deadlines and interruptions	✓		A
Excellent written and verbal communications skills to influence and communicate effectively with a wide range of internal and external audiences	✓		A/I
Excellent record keeping, information retrieval and dissemination of data/documentation	✓		A/I
Proactive, organised and methodical, with an ability to grasp detail and complexity and reach appropriate resolutions	✓		A
Flexible and responsive to changing needs	✓		A/I
Evidence of working in an environment where experiences included taking initiative and self-motivation	✓		A/I
<b>Interpersonal skills</b>			
Ability to make, sustain and develop close working relationships with colleagues and stakeholders	✓		A/I/R
Strong interpersonal skills with the ability to motivate/influence others to ensure deadlines are met	✓		I/R
Able to apply, interpret and communicate governance and statutory information effectively to a range of parties		✓	I/R
High level of personal and professional commitment	✓		A/I/R
A strong and approachable team player	✓		A/I/R

### Child protection

A commitment to the responsibility of safeguarding and promoting the welfare of young people.

✓

A/I