



RECRUITING • TRAINING • DEVELOPING TEACHERS

SCITT Administrator

Applicant Pack



Outstanding Achievement for All

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The vacancy

Post advert

Deadline for applications:	11.59pm on 5 th January 2025
Interviews to be held:	W.C 13 th January 2025
To start:	ASAP

We require an experienced administrator to join our wonderful team and contribute to our work on a regional and national basis as a key part of our SCITT team.

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 (based around England), working with partners in the state and independent sectors and providing comprehensive administrative management skills to key personnel within the organisation.

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 SCITT administrative manager.

Role summary

Post title:	SCITT Administrator
Profile:	BS3
Grade:	5
Grade spinal point range:	SCP 15 to 20
Salary:	£29,093 - £31,586 (pro rata)
Accountable SLT post:	Director of SYTH
Line manager (if different):	SCITT Administrative Manager
Staff to be supervised or line managed by post holder:	N/A
Post holder will work with:	SCITT Team/ Geographical Hubs/ Trust and school/ SYTH support staff/ Other teaching and support staff
Holiday and sickness relief:	By and for other SYTH administrative staff
Purpose of post:	To provide an efficient and effective administrative support service to all parts of the South Yorkshire Teaching Hub (SYTH) and its SCITT Provision.

This post may work across the Trust schools.

Version revised: November 2024

Contract: Permanent 37 hours/52 weeks

Job description

The post holder must at all times carry out their responsibilities within the spirit of the 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.

The specific duties and responsibilities include but are not limited to:

Specific duties and responsibilities

To be responsible for supporting the SYTH Directors and the team with the associated detailed administration regarding SCITT training and related courses, 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

- To undertake general routine administrative tasks, e.g. typing, photocopying, filing, minute taking, and other clerical duties as required.
- Manage and provide administrative processes and facilities for the SYTH, including monitoring Department for Education (DfE) systems and participant bookings for SYTH activity.
- Provide assistance, and guidance to colleagues on administrative processes and protocols.
- Operate relevant IT packages and equipment.
- Provide PA support if required for senior staff.
- Deal with visitor management.
- To undertake support for governance groups and committees.
- Work closely with the SCITT Administrative Manager to support effective and efficient workflow and administrative procedures.

SYTH Administration

- Collate and monitor the administration of Agreements with ITT, Hubs, Lead Providers and Partner Schools under the guidance of the course directors. Monitor responses and general enquiries related to the signing of the agreements.
- Coordinate the Quality Assurance (QA) and Professional Support activity monitoring process.
- Develop and adhere to QA procedures in line with all relevant policies and procedures including the University and external requirements for admissions, administration, and support.
- Coordinate the Professional Learning delivery and promote opportunities to partner schools. Administer and track engagement, training, and Continuous Professional Development (CPD) bookings internally and externally.
- Communicate regularly with DfE & Teacher Regulation Agency, our Lead Providers, delegates, CPD providers, outside agencies and SYTH partners as required.
- Respond to enquiries about ITT admissions, application and registration processes.

- To keep up to date with statutory requirements and guidelines for Initial Teacher Training (ITT), and for all relevant statutory reporting requirements for SYTH.
- To be the first point of contact for trainees, induction tutors, Higher Education Institutions (HEI) colleagues (academic and administrative), and partner schools and to communicate essential information on a regular basis.

Initial Teacher Training (ITT) & Early Career Teacher (ECT) & Appropriate Body (AB) Data Administration:

- Complete routine forms and returns to outside agencies e.g., DfE, TRA, Student Loans Company (SLC).
- Complete ID checks and process/monitor DBS applications via the appropriate systems.
- Provide participant guidance and non-standard qualification checks and guidance.
- Organise and support ITT recruitment, administration, and placement planning.
- Support ECT and AB monitoring, administration, and reporting as needed.
- Give regular routine advice re trainee processes, monitor Teachers' Standards and support and guide trainees and ITTs through the support and statutory processes.
- Prepare, input, and maintain trainee and ECT related records, systems and processes.
- Monitor and provide administrative support and records on trainee and ECT HR processes.
- Support, when necessary, the process and administration of the trainees places through DfE/TRA and HEIs systems.
- The management of efficient application and reporting processes through various systems (e.g. DfE Apply/ECT Manage) and develop any other systems (internal or external) to facilitate SYTH work.
- Managing the process of confirming places and monitoring course activity.

Management Information Systems (MIS) Administration:

- To provide efficient and accurate information through data management and analysis, in order to produce a range of management information, documentation, reports and publications.
- Manage and co-ordinate CRM or MIS systems, generating, analysing and evaluating reports, ensuring the systems are reviewed/developed and training needs identified.
- Research information to inform leadership decisions.
- Use and develop systems for monitoring and reporting on activity, updating data, via the relevant systems and portals.

Finance Administration:

- Completion of routine forms and returns to outside agencies.
- Assist the Finance team with planning, monitoring, and evaluating budgets.
- Undertake and support the Finance team with routine finance administration procedures under their guidance, maintaining accurate payment records (e.g. bursaries), procurement for SYTH, assist with audit processes and reporting information in relation to SYTH activity.
- Support the monitoring and management of tuition fee payments via the appropriate systems (e.g.), including confirming trainee attendance data and monitoring change of circumstances.
- Liaise, when necessary, with the Student Loan Company to resolve issues.

- Assist senior leaders when required with assessment of bursary eligibility.

Marketing Administration:

- Work with the central marketing team to support Directors with the production of marketing materials for SYTH and all strands.
- Review marketing materials, website content for SYTH activity accuracy, updating DfE portals and websites (or similar) with course info.
- Support the organisation and delivery of events, meetings and training courses and development activities as required. Including attending events (where appropriate) to support the team (out of office hours work will be compensated where necessary).

Create, collate, and analyse evaluations via appropriate systems.

Support for the trust/school

- 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.
- Work in a flexible way to respond to the needs of the trust and to fulfil other duties and responsibilities appropriate to the grade and role as and when required.
- Be aware of and support difference and ensure equal opportunities for all.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Contribute to the overall ethos/work/aims of the trust/schools.
- Participate in relevant training, other learning activities and performance management as required.
- Team responsibilities: all staff are considered part of the overall trust team and may be required to provide assistance to colleagues in other areas from time to time commensurate with the role, skillset and grade.
- From time to time, to meet the needs of the trust, you may be asked but not expected to work hours additional to your normal working hours. The trust will give you as much notice as possible and you will be paid/recompensed for such work. Situations where this might be required are, for example: relevant key school events such as open evenings, exam results days, trips, clubs, training etc.

Changes to these duties

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 Headteacher/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 Administrator

REQUIREMENTS	Essential	Desirable	Assessment method A = application I = interview R = reference
Knowledge, experience and skills			
Generic administrative experience to include word processing/typing, filing, collating, proof-reading of material, data entry and spreadsheet use, using Microsoft Office packages.	✓		A
Customer services experience.	✓		A
Working in a busy environment with many priorities and conflicting deadlines.	✓		A / I
Experience of an education, training or similar environment.		✓	A
Organisation and bookings for events.		✓	A / I
Qualifications			
Good level of literacy and numeracy e.g. GCSE Maths and English at grade 4 or above.	✓		A
Evidence of regular, relevant and recent personal development.	✓		A
Other skills			
Communicate effectively with people at all levels e.g. school staff, students, governors and external contacts/ suppliers.	✓		I
Work effectively as part of a team recognising own role as a team member.	✓	✓	A / I
Able to maintain a positive focus, accepting constructive criticism positively and learning from it.	✓		A / I
Demonstrate an enthusiastic and positive approach regarding change, having a definite 'can do' mentality.	✓		I
Ability to learn from experiences.	✓		I

Ability to carry out instructions accurately and effectively as directed by line manager.	✓		I
Demonstrate customer care.	✓		A
Ability to work alongside young people (not necessarily in school environment).	✓		A / I
Interpersonal skills			
Ability to maintain confidentiality	✓		A
Accuracy when receiving information (verbally and written) and communicate information effectively and accurately.	✓		I
Able to make a positive contribution to the team.	✓		A
Able to reflect on performance and further develop own knowledge and skills to improve performance.	✓		I
Maintains standards set by the organisation.	✓		I
Takes responsibility for own actions.	✓		I
Ability to work alone unsupervised and manage own workload.	✓		A / I
Child protection			
A commitment to the responsibility of safeguarding and promoting the welfare of young people.	✓		I

South Yorkshire Teaching Hub

The South Yorkshire Teaching Hub is part of Chorus Education Trust, based at Silverdale School. The Hub was one of the pilot teaching school hubs, funded by the Department for Education and is now part of a national network of 87 teaching hubs.

We aim to be the place to go for teaching news, jobs and training information in the region – for both current teachers and those looking to join the profession. We will develop, co-ordinate and promote the work of a range of partners across Sheffield and Rotherham, supporting the journey of teachers from initial teaching training (ITT) to becoming headteachers and chief executive officers.



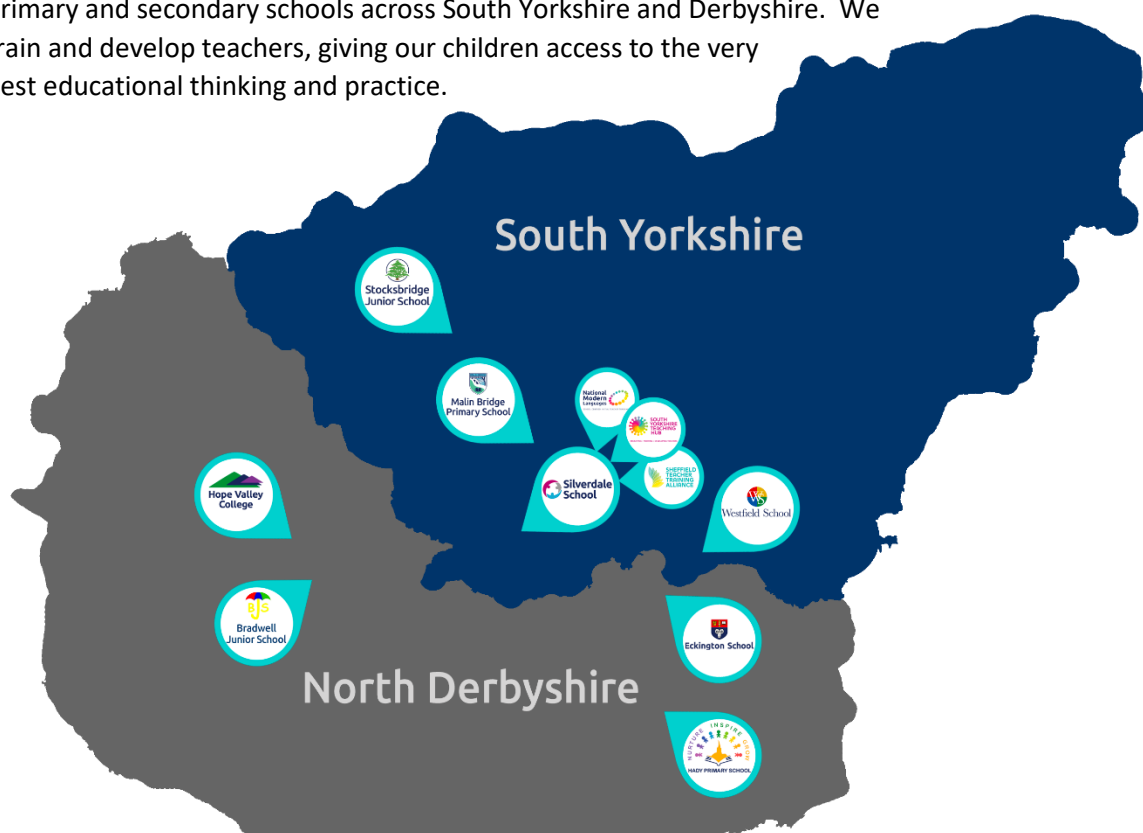
In addition to trust-wide benefits for all staff, those at the South Yorkshire Teaching Hub also have access to:

- Supportive and friendly staff and leadership team.
- Excellent public transport links and free staff parking.

You can view the South Yorkshire Teaching Hub website at: www.southyorkshireteachinghub.org.

Chorus Education Trust

Chorus Trust is a growing trust, committed to providing every child with the best education in both primary and secondary schools across South Yorkshire and Derbyshire. We train and develop teachers, giving our children access to the very best educational thinking and practice.



Our vision is 'Outstanding Achievement for All'. We want to create a culture of success in which our children and young people can succeed. We do this through the provision of safe and supportive schools, collaborating to ensure our children benefit from a more effective spend of public money.

As part of the Chorus Trust Team, all staff have access to:

- 

An ethos of being a **force for good**; of being part of a team that enables 'outstanding achievement for all'.
- 

Leading edge **training and development** through the South Yorkshire Teaching Hub.
- 

A **collaborative environment** encouraging knowledge sharing and support.
- 

Discounted **health schemes** through Westfield Health and Westfield Rewards Schemes.
- 

Competitive **pension schemes**: Teacher's Pension Scheme (teaching staff) and local government pension scheme (support staff).
- 

Term-time only contract postholders have the freedom of having **school holidays** off.
- 

Career progression opportunities within a growing, local trust.
- 

Support for **flexible working** arrangements.

You can read more about Chorus Trust at www.chorustrust.org.

To apply

- Full application pack and application forms available from: www.chorustrust.org/vacancies
- Completed application forms are to be sent to: Katie Beasley (HR Administrator) at: recruitment@silverdale.chorustrust.org
- Please note that CVs and council application forms will not be accepted.
- Deadline for applications: 11.59pm on 5th January 2025
- Interviews to be held: week beginning 13th January 2025

Disability confident

Chorus Trust is part of the disability confident scheme. We guarantee to interview all disabled applicants who meet the minimum criteria for the vacancy.



Safeguarding

At Chorus Trust we are committed to the safeguarding of all our pupils, please visit our website to access our safeguarding and child protection policy at www.chorustrust.org/policies.

The trust will conduct an online search of the successful candidate in line with the DfE's keeping children safe in education advice.

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