

## Exceed SCITT Senior Administrator Job Description

**Post title:** Exceed SCITT Senior Administrator

**Contract:** Permanent, Term Time Only/Term Time Plus 10 days

**Pay range:** Band 8, SCP 17 - 22

**Line manager:** SCITT Director

**Location:** Holybrook Primary School, Rillington Mead, Bradford, BD10 0EF  
(A level of flexibility is required as it may be necessary to travel to and work from different schools during the week, with some opportunity for flexible working.)

**Hours of Work:** 37 hours per week, Monday – Thursday 8.30 – 4.30pm Friday 8.30 – 4pm  
(Hours may vary in line with the Exceed SCITT's scheduled events including occasional evening and weekend working)

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### **About Exceed SCITT:**

Exceed SCITT is an Outstanding provider of School Centred Initial Teacher Training, dedicated to nurturing the next generation of teachers. As an Accredited Provider we can recommend for the Award of Qualified Teacher Status and we have well established provision through Lead Partners and routes in the Primary 3-7 and 5-11 age ranges, including 5-11 SEND, Secondary 11-16 subjects and we also provide the Postgraduate Teacher Apprenticeship. We pride ourselves on our supportive and innovative training programme, ensuring our trainees are well-prepared to inspire and educate future generations.

### **Job Description:**

We are seeking a highly organized and proactive Senior Administrator to join our dynamic team. The successful candidate will play a crucial role in the smooth running of our training programs, providing essential administrative support to ensure the highest standards of service delivery.

### **Purpose of the Role:**

To assist in the provision of high-quality professional, flexible, proficient and accurate administrative support to Exceed SCITT. The Exceed SCITT Senior Administrator plays a crucial role in ensuring the smooth operation and administration of the teacher training program. This position involves coordinating and managing various administrative tasks, including maintaining accurate records, handling communications with trainees and partner schools, and supporting the recruitment and selection process. The administrator also assists in organising recruitment events, marketing the programmes available, and ensuring compliance with the ITT Criteria. By providing essential administrative support, the Exceed SCITT Senior Administrator helps create an efficient and effective training environment that fosters the development of high-quality teachers.

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### **Key responsibilities:**

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- The SCITT Senior Administrator is a unique post that requires outstanding verbal and written communicative skills along with a substantial level of self-reliance, creativity and initiative. The SCITT Senior Administrator will work under supervision and will use their own initiative working to priorities set by the Director of Exceed SCITT.
- Provide organisational, administration and business support to the Director of Exceed SCITT.
- Provide a comprehensive administrative service, including the full range of administrative duties, e.g. diary management, photocopying, filing, ensuring supplies are kept well stocked.
- To provide administrative support including the preparation of programme resources, organisation of meetings, preparation of reports, drafting of written communications.
- To be responsible for the provision of high-quality customer service to all stakeholders
- Frequently deal with routine and less routine enquiries as the first point of contact for the SCITT, handling all written and telephonic enquiries from potential applicants, school leaders, external agencies and other stakeholders.
- Monitor regular communication whilst also being able to answer queries and offer guidance in relation to the initial teacher training provision and training events.
- To accurately maintain records on external agency databases, meeting external deadlines, e.g. DfE Apply, DfE Publish, DfE Register, NASBTT, Mosaic, Leeds Trinity University, ACE 360 and HEP Student Loans Company (SLC).
- To accurately maintain records in order to meet the ESFA Funding Rules for the Postgraduate Teacher Apprenticeship, including accurate ILRs for submission (Individual Learner Records).
- To liaise with the Exceed Academies Trust finance team and Exceed SCITT Director regarding:
  - payments, funding and monitoring of the budget.
  - raising purchase orders, processing of invoices and journal transfers.
- To take a lead role in scoping venues and commissioning conference venues for events, overseeing the online booking system and assisting with practical arrangements as required, including providing front of house support at events.
- To maintain and develop the SCITT's online presence, including managing the public website, social media and Mosaic to ensure information is up to date and successes disseminated.
- To lead the social media marketing of Exceed SCITT to support recruitment of trainee teachers to its programmes.

### **School Centred Initial Teacher Training (SCITT) Responsibilities**

- To maintain and administer Exceed SCITT applications through DfE Manage Teacher Training Applications, including but not limited to:
  - Monitoring and screening of incoming applications.
  - Communication with applicants, including offers and withdrawals.
  - Communication with Lead Partners.
  - Setup and maintenance of courses, locations and vacancies (DfE Publish).
- To administer the trainee recruitment process – invitations to interview, scheduling interviews, making conditional and unconditional offers, documenting shortlisting procedures and monitoring applications for ethnicity, disability, gender and religious background, where declared.
- To liaise with Exceed Academies Trust's HR team regarding pre-employment checks in line with Safer Recruitment practices (including DBS, Right to Work, Self-Declaration, etc) and maintenance of a single central record.
- To track and maintain records including employment profiles of successful trainees following the completion of the programme.

- To track and maintain records of attendance for trainees throughout the programme, providing regular updates for the Director and flagging concerns where required.
- To maintain and administer ESFA documentation in relation to Exceed SCITT Teacher Apprentices, ensuring full compliance with ESFA Funding Rules.
- To use HEP Services Student Loans Company to maintain accurate records, monitor and process student finance payments and bursaries.
- To keep up to date with ITT Criteria and Support Advice, ensuring recruitment processes meet the ITT Criteria for compliance.
- To prepare and attend recruitment fairs alongside the Director and other colleagues to promote Initial Teacher Training.
- To attend NASBTT, SLC and DfE training events for administrators.

### **Office Responsibilities**

- Supervision of trainees, including regular team meetings and sickness monitoring.
- Be proactive in the management of staff attendance, providing guidance to leaders using acceptable policy and procedure.
- Manage the administration of payroll systems and processes using VERA, including adding/removing employees, processing expenses, processing salary increases, updating contract dates and changes, etc.
- Completion of the monthly payroll submission, relating to all SCITT staff.
- Communicate with Exceed Academies Trust HR and Finance by updating the Payroll spreadsheet on the shared drive.
- Take a lead role and participate in the recruitment of support staff, managing associated employment procedures including supporting with advertising, liaising with candidates, supporting at interview and processing new starter documents.
- Maintaining the SCITT single central record to ensure compliance with Keeping Children Safe in Education, feeding into the Single Central Record for Holybrook Primary.
- Complex data inputting of computerised records/management information systems, including payroll systems, training systems such as Hays and Smartlog, Safeguarding systems such as DBS checks, etc.
- Maintain and track records for all SCITT employees in line with GreyFleet requirements.

### **Other Duties**

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Carry out any other whole school duties as directed by the Director of Exceed SCITT.
- Will work under own initiative with limited supervision, working to the priorities set by the Director of Exceed SCITT.
- To contribute to the overall ethos/work/aims of Exceed SCITT and Exceed Academies Trust.

### **Environment Demands/Working Conditions:**

- Available to work during school hours in term time, as well as other times of year to complete 'plus' days to be agreed with the successful candidate upon appointment. A willingness to be flexible as may be required to attend meetings/training sessions/recruitment events outside of usual hours.
- Will have contact with members of the public/other professionals e.g. teaching staff, potential applicants, trainee teachers, school leaders, lead partners, local education authority, external providers etc.



- The post holder may occasionally be subjected to antisocial behaviour from members of the public/parents/site users.
- This post may include a degree of manual lifting and handling. You are expected to be aware of health and safety policies and procedures and frequently assess your ability to carry out the lifting tasks required of you.
- Report all concerns to an appropriate person.

### Fluency Duty

In line with the Immigration Act 2016; the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard.

For this role the post holder is required to meet the Intermediate Threshold Level

### Intermediate Threshold Level

The post holder should demonstrate:

- They can express themselves fluently and spontaneously with minimal effort and,
- Only the requirement to explain difficult concepts may hinder a natural smooth flow of language.

### **Other clauses**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed;
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed and it may be subject to modification or amendment at any time after consultation with the holder of the post;
- This job description may be varied to meet the changing demands of the Trust at the reasonable discretion of the CEO/Line Management;
- There may be occasions when it will be necessary to cover other administrative roles within the Trust or to work with the administrative team when there are peaks and pressing issues;
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing;
- Post holder may deal with sensitive material and should maintain confidentiality in all school related matters.
- This job description is current at the date shown but, in consultation with the job holder, may be changed by the Trust or Exceed SCITT Director to reflect or anticipate changes in the job commensurate with the grade and job title.
- Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS Check is required for all posts within the Trust.



## PERSON SPECIFICATION

Area of specification	Essential/ Desirable	Method of Assessment
<p><b>QUALIFICATIONS</b></p> <ul style="list-style-type: none"> <li>• Minimum of GCSE English and Mathematics at grade C or above (or equivalent).</li> <li>• NVQ3 (or equivalent) in a relevant discipline.</li> <li>• Working towards NVQ4 (or equivalent) in a relevant discipline.</li> </ul>	E D D	Application Form and Interview
<p><b>EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>• Experience using Microsoft Office, Office 365, SIMS and complex databases with excellent IT skills.</li> <li>• Experience of working in a busy office environment, to include development, management and operation of administrative/ICT systems.</li> <li>• Provide evidence of having previously spoken fluently to customers at an Intermediate Threshold Level</li> <li>• Experience of working in partnership with internal and external customers</li> <li>• Experience of marketing and use of social media to promote the core business</li> <li>• Experience of Initial Teacher Training provision.</li> <li>• Experience of administration of Apprenticeships.</li> </ul>	E E E E E D D	Application Form and Interview
<p><b>KNOWLEDGE/SKILLS/ABILITIES (Core competencies)</b></p> <ul style="list-style-type: none"> <li>• Extensive experience of higher-level office work including the full range of reception duties and dealing with a complex workload.</li> <li>• Excellent literacy and numeracy.</li> <li>• Excellent communication skills including telephone/reception skills.</li> <li>• Knowledge of and the ability to use office machinery e.g. photocopiers, scanners, shredding machine etc.</li> <li>• Experience in the use of complex databases and other software packages with an advanced level of word processing/typing skills e.g. Microsoft Office (Word/Excel/Outlook etc.). This should include the production of detailed reports, presentations, visual aids, new forms etc.</li> <li>• Experience of maintaining complex financial information systems and making payments.</li> <li>• Have a neat and organised approach to work.</li> <li>• Be willing, courteous and able to work both using your own initiative and in a team.</li> <li>• Respect confidentiality.</li> <li>• Full Uk driver's license and access to own car for business use.</li> </ul>	E E E E E D E E E E	Application Form and Interview
<p><b>PERSONAL QUALITIES</b></p> <ul style="list-style-type: none"> <li>• Organised</li> <li>• Committed to raising standards</li> <li>• Able to work well within a team</li> </ul>	E E E	Application Form and Interview

<ul style="list-style-type: none"> <li>• Confidence to communicate with headteachers and staff in other schools</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Empathy – ability to see other viewpoints</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Flexibility and adaptability</li> </ul>	E	
<ul style="list-style-type: none"> <li>• A positive attitude and commitment</li> </ul>	E	
<ul style="list-style-type: none"> <li>• Able to be calm and measured</li> </ul>	E	

The post holder must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010.

