

Exceed SCITT Senior Administrator

Band 8, SCP 17 - 22 (Actual salary £26,633 - £28,931)

37 hours per week, Term-time only plus 2 weeks

Monday – Thursday 8.30 – 4.30pm and Friday 8.30 – 4pm

(hours may vary in line with Exceed SCITT's scheduled events including occasional evening and weekend working)

Join Our Team as an Administrator for Exceed SCITT!

Exceed Academies Trust is excited to announce an opportunity for an enthusiastic and dynamic individual to join our team as Exceed SCITT Senior Administrator. This role is essential in supporting the smooth operation and administration of our Initial Teacher Training program, ensuring we continue to meet the needs of our growing partnerships across the sector.

About Exceed Academies Trust

Exceed Academies Trust is a thriving organisation which currently consists of fourteen academies; ten primary schools, an all-through primary-to-secondary academy, two alternative provision academies (Primary and Secondary), and a specialist setting for children/young people who suffer from social, emotional and mental health difficulties. The Trust has an excellent reputation within Bradford and beyond, and an outstanding track record of supporting staff in developing their careers through specialist training lead by the Exceed Teaching School Hub and our Outstanding SCITT.

About the Role

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.

Our SCITT works with a growing number of partnership schools, offering unique and innovative experiences to suit all primary and secondary trainees, including those with an emerging interest in SEND. The newly appointed Administrator will initially be based at our training campus at Holybrook Primary School, with opportunities for flexible working. The location of the campus enables partnership work both in Bradford and our training hubs in Leeds, Keighley and Craven.

This is a unique opportunity for an outstanding and ambitious individual to support the SCITT's key priorities. The successful candidate will report directly to the Director of Exceed SCITT and work closely with other colleagues across the organisation.

Our vision and values of Inspire, Excel, and Care are at the heart of what we do. We welcome applications from candidates who can make a significant contribution to our diverse and inclusive organisation and wider partnership of schools.

Please contact Angela Rhodes, Director of Exceed SCITT on 01274 622002 or 07468 521148 or email angela.rhodes@exceedacademiestrust.co.uk for an informal discussion regarding this opportunity or to request an application pack. Application packs can also be downloaded from the trust website www.exceedacademiestrust.co.uk



Closing date for applications: 9:00am on Monday 10th March 2025

Interviews: In the week commencing 10th March 2025

Please submit completed applications to exceed.scitt@exceedacademiestrust.co.uk

CVs or applications via Indeed will not be accepted.

Exceed Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Shortlisted candidates will be subject to related online content checks, in line with Keeping Children Safe in Education 2024. All appointments are subject to an enhanced DBS check as well as successful completion of a probationary period.

Exceed Academies Trust strives to be an employer of choice. We are an inclusive and diverse multi academy trust and ultimately, our aim is to employ a workforce that reflects the communities it serves. We are committed to achieving a balanced workforce at all levels, whilst ensuring that no individual is disadvantaged or treated less favourably. We welcome applications from candidates of all backgrounds, faiths and ethnicities and will ensure a fair recruitment process without discrimination, in compliance with the Equality Act 2010.

