



Teaching School Hub Senior Administrator

Introduction, job description and person specification

September 2024

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Introducing Exceed Teaching School Hub

Our vision

Exceed Teaching School Hub's core functions support schools and education trusts that run schools to invest in their workforce to grow, recruit, develop and retain the very best teachers, support staff and leaders. We achieve this through signposting and delivering high-quality teacher development programmes. Our vision acknowledges that teacher and leader development are two of the most important forms of school improvement.

Designated by the [Department for Education](#) (DfE) in February 2020, Exceed Teaching School Hub, led by Harden Primary School and [Exceed Academies Trust](#), supports all 215 schools in Bradford and established partner schools and trusts beyond the city. Exceed Teaching School Hub was one of the first six hubs to be designated in England and is not part of a national network of 87 hubs. The hubs are central to the government's plans for school improvement in a system that is led by schools.

Our purpose, ethical goal, and values

Exceed Teaching School Hub's purpose is:

- To support schools and trusts to invest in their workforce to grow, recruit, develop and retain the very best teachers, support staff and leaders.

The Hub's ethical goal stems from one of those of [Exceed Academies Trust](#):

- To contribute to system-wide improvement in education

Our values underpin our approach:

- Inspire
- Care
- Excel

Teacher development

Exceed Teaching School Hub delivers government funded programmes that are available to schools at no cost to them. This includes:

- Training and support for Early Career Teachers (ECTs) are teachers in the first two years of their career) and their Mentor (an experienced teacher). We deliver the Early Career Teachers' Programme in partnership with education charity Ambition Institute.
- A suite of eight National Professional Qualification programmes for aspiring and existing school leaders. We deliver seven of these programmes. This includes NPQs for headteacher, senior leaders, and leaders of behaviour and culture.

In addition, we quality assure the induction of teachers in their first two years as a qualified teacher via our Appropriate Body service. We also support the training of the next generation of teachers in partnership with our trust's own school-led initial teacher training (ITT) programme led by Exceed SCITT. We do run other events for teachers and leaders too, and signpost schools to other high-quality teacher development events and programmes.

We currently support 450 Early Career Teachers and 300 Mentors via the Early Career Teachers' Programme and 375 leaders via the National Professional Qualifications. 585 Early Career Teachers are supported by our Appropriate Body service. We are highly regarded locally and nationally and work closely with Bradford Research School and Curriculum Hubs.

Salary and grade

Grade: Band 8 SCPs 17-22 £28,781-£31,372 (pro rata £25,499-£27,795) per annum, term-time only plus 2 weeks

Hours: Monday – Thursday 8.30 – 4.30pm, Friday 8.30 – 4pm (Hours may vary in line with the Teaching School Hub's scheduled events including occasional evening and weekend working), term time only + 2 weeks

The successful applicant will be based at Holybrook Primary School, Bradford (Ofsted Outstanding, May 2022). The Hub has a training suite and offices in the school. We offer flexible working arrangements with staff working from home at least 2 days a week.

The post is initially for a fixed term to 31st August 2025, or for the duration of grant funding of 4 years. Start date for successful applicants: ASAP.

Job description

Reports to:

Director of Exceed Teaching School Hub

Purpose of Job:

Providing high quality administrative and project support to the Exceed Teaching School Hub, part of Exceed Academies Trust

Key Responsibilities:

The Teaching School Hub Administrator role is a unique post that requires outstanding verbal and written communicative skills along with a substantial level of self-reliance, creativity and initiative. The Administrator will work under supervision and will use their own initiative working to priorities set by the Director of Exceed Teaching School Hub.

- Develop a broad understanding of National Teacher Development Programmes delivered by the Teaching School Hub
- Support recruitment and registrations for Exceed Teaching School Hub's National Teacher Development Programmes and services.
- To cross reference information on various data sets to confirm participants are eligible and fully registered for the programmes.
- Provide the Director of Exceed Teaching School Hub with regular updates on the recruitment and registration of participants to teacher development programmes.
- Maintain data sets at scale, keeping up to date records of participant details in line with GDPR requirements
- Support retention of participants by tracking and reporting engagement
- Accurately record attendance and engagement with Programmes on internal and external platforms
- Frequently communicate with participants, with timely reminders of training events where attendance is required
- 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, and organisation of meetings.
- 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 Teaching School Hub, 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 Hub's Teacher Development Programmes.
- To accurately maintain records on external agency databases to deadlines, e.g., the DfE Ambition Institute.
- Action deferrals and withdrawals of participants all programmes

- Schedule and maintain key dates of programme events; create online Zoom links for events; book venues and catering for face-to-face events; assist with practical arrangements as required.
- To maintain the Teaching School Hub’s online presence, including managing the public website, social media and internal learning platform to ensure information is up to date and successes disseminated; or
- To liaise with the Exceed Academies Trust finance team regarding:
 - payments, funding and monitoring of the budget
 - processing of invoices and journal transfers

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 Teaching School Hub.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Relevant experience	Relevant and current experience working within a busy and demanding office Experience of working in partnership with internal and external customers Working with people and communicating effectively across organisations Working with spreadsheets, collating databases and presenting information for a variety of purposes and audiences Organising meetings and events	Experience of teacher development provision or school improvement Experience working with DfE policy Understanding of the Statutory Early Careers Induction
2. Qualifications	5+ A*-C GCSEs including English and Maths	Educated to degree level or equivalent. Further qualification or evidence of further study, particularly in event management, project management, administrative skills or ICT
3. Management	Capacity to manage own work pressure and that of other effectively Be able to demonstrate an ability to work under pressure and meet deadlines Able to show initiative	

<p>4. Skills</p>	<p>Proven communication, organisational and interpersonal skills</p> <p>Evidence of ability to work effectively with others</p> <p>Attention to detail</p> <p>Evidence of ability to meet deadlines and work under pressure</p> <p>Ability to be creative and work independently</p> <p>High level of ICT competence in Microsoft Office, Excel and a range of social media, including Twitter and Facebook</p> <p>Full UK driver's license and access to own car for business use</p>	
<p>5. Disposition</p>	<p>Confidence to communicate with headteachers and staff in other schools,</p> <p>Empathy - ability to see other viewpoints</p> <p>Flexibility and adaptability</p> <p>A positive attitude and commitment</p> <p>Able to be calm and measured</p>	

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; [SEP]
- 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 Head of Teaching Schools 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.

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 Advanced Threshold Level

Advanced Threshold Level

The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly.
- Explain difficult concepts simply without hindering the natural smooth flow of language.
- Take responsibility for promoting high standards of literacy, articulacy, and the correct use of standard English in School.

Special Conditions of Service

- No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients/finance (An enhanced DBS check is required).

Other Considerations

- To be aware of and comply with policies and procedures relating to child protection; being vigilant for signs that children may be being abused and to report any such suspicions to the school's nominated Child Protection Co-ordinator or the Headteacher.
- To act in accordance with Data Protection regulations, specifically the General Data Protection Regulations, and always maintain confidentiality, e.g. access to teacher records.
- Accept and commit to the principles underlying the Schools Equal Rights policies and practices.
- Be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act (2010).
- Must be legally entitled to work in the UK.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Senior Administrator
Band 8, SCP 17 – 22 (Actual salary £25,499 – £27,795)
Initially Fixed Term to 31 August 2025
Term Time Only plus 10 days, 37 hours per week
Based at Holybrook Primary School with potential for remote working

A new and exciting opportunity has arisen for an experienced Senior Administrator to join Exceed Teaching School Hub.

Exceed Teaching School Hub's core functions support schools and multi-academy trusts to invest in their workforce to grow, recruit, develop and retain the very best teachers, support staff and leaders. We achieve this through delivering high-quality teacher development programmes. Our vision acknowledges that teacher and leader development are two of the most important forms of school improvement.

Following our success in delivering government funded programmes for schools in 2023-2024, we are seeking to appoint new colleague to provide high-quality administrative support for our training and support programme for new teachers and school leaders.

The successful applicant will work closely with the Director of Exceed Teaching School Hub, Programme Leads and Hub Administrator to:

- Gain a broad understanding of National Teacher Development Programmes delivered by the Teaching School Hub and lead on recruitment and registrations.
- Gain an understanding of Early Career Induction Programmes delivered in line with DfE Statutory Guidance.
- Manage concerns and complaints reported by schools to the Appropriate Body service professionally. Communicating information to key colleagues in a timely manner.
- Maintain data sets at scale, keeping up to date records in line with GDPR requirements
- Accurately report data to the TRA, meeting national statutory reporting deadlines and reporting any discrepancies in information
- Support retention of participants by tracking and reporting engagement
- Accurately record attendance and engagement with Programmes on internal and external platforms
- Provide a comprehensive administrative service, as the first point of contact for the Teaching School Hub, including the full range of administrative duties, e.g., handling written and telephonic enquires, diary management, photocopying, filing, organisation of meetings and ensuring supplies are kept well stocked.
- Action deferrals and withdrawals of participants all programmes

- To maintain the Teaching School Hub's online presence, including managing the public website, social media and internal learning platform to ensure information is up to date and successes disseminated.
- To liaise with the Exceed Academies Trust finance team regarding:
 - payments, funding and monitoring of the budget
 - processing of invoices and journal transfers

Closing date: 12:00 (noon) Wednesday 9th October 2024

Shortlisting will take place Wednesday 9th October 2024

Interviews will take place Friday 11th October 2024

Start date for successful applicants: ASAP

Prospective applicants are welcome to visit the Hub by prior arrangement.

If you wish to apply for this role, please visit our trust website www.exceedacademiestrust.co.uk to download an application pack.

Completed applications should be submitted to recruitment@exceedacademiestrust.co.uk

Please note, we do not accept CVs or applications via Indeed.

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.