

Applicant Pack

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



Outstanding Achievement for All

Job Advert



**SOUTH
YORKSHIRE
TEACHING
HUB**

RECRUITING • TRAINING • DEVELOPING TEACHERS

The South Yorkshire Teaching Hub is one of 87 national Teaching School Hubs, funded by the Department for Education. We develop, co-ordinate and promote the work of a range of partners across Sheffield and Rotherham, delivering various programmes on behalf of the DfE which support the journey of teachers from Initial Teaching Training (ITT) to Early Career Teachers (ECTs) to developing experienced colleagues on their journey to becoming Headteachers and Chief Executive Officers.

It is an exciting time to join the team and in the next year, our work supporting our Early Careers teachers through the delivery of the Early Career Framework and providing the statutory and regulatory support through the Appropriate Body (AB) will continue to grow.

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

SYTH Senior Administrator

Grade 5, SCP 15 – 20, Salary £23,953 to £26,446

Permanent – 37 hours / 52 weeks

To start: ASAP

About this vacancy

We require an experienced Administrator to join our wonderful team and contribute to our extensive work in education in the Sheffield and Rotherham area. This is a unique post, and we are a unique organisation.

Based in Sheffield, you will be the front line for all queries, working with partners in our schools and providing comprehensive administrative management support within the organisation to support our external work with trainees, teachers, mentors and schools.

Duties and tasks will be interesting and varied and the successful candidate will be responsible for supporting the Hub Management team with the associated specialised administration skills, including the maintenance and development of appropriate systems and processes for our Early Careers and Appropriate Body work to the standards required by the relevant bodies and statutory guidelines. The post holder will report directly to the Office Manager.

To apply

The full application pack is available from www.chorustrust.org/vacancies and completed Chorus Trust application forms are to be sent to Alka Walton (HR Administrator) at: recruitment@silverdale.chorustrust.org

Please note that CVs and Sheffield City Council application forms will not be accepted.

Deadline for applications: **11.59pm on Sunday 7 August 2022.**

Interviews to be held: **week beginning 15 August 2022.**

At Chorus Trust we are committed to the Safeguarding of all our pupils, please visit our website to access our Safeguarding & Child Protection policy <https://www.chorustrust.org/policies>

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

JOB DESCRIPTION	
Post Title	SYTH Senior Administrator
Profile	BS3
Grade	5
Grade Spinal Point Range	15-20
Accountable SLT post	Director of SYTH
Line Manager of Postholder (if different)	SYTH Office Manager
Staff to be supervised or line managed by post holder	N/A
Post holder will work with	Trust and school/ SYTH support staff Other teaching and support staff
Holiday and sickness relief by/ for	By and for other SYTH administrative staff
Purpose of job	To provide an efficient and effective administrative support service to all parts of the South Yorkshire Teaching Hub (SYTH)
	This post may work across the Trust schools.
Version revised:	May 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 SYTH Directors and the associated specialised administration, 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, eg. typing, photocopying, filing, minute taking, and other clerical duties as required.
- Manage and administer administrative processes and facilities for the SYTH, including monitoring DfE system and participant bookings for Hub activity.
- Provide assistance and guidance to colleagues on administrative processes and protocols.
- Operate relevant complex IT packages and equipment.
- Provide PA support if required for senior staff.
- Deal with complex visitor management.
- To undertake committee servicing and support for governance groups and committees.
- Work closely with the Office Manager to support effective and efficient workflow and administrative procedures
- Provide assistance & guidance to colleagues on administrative processes and protocols

SYTH Administration

- Collate, monitor and be responsible for the administration of Partnership Agreements with ECTs, 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 QA and Professional Support activity monitoring process, by administering support for recruitment, training, development and managing Professional Support agreements and payments to schools.
- Develop and adhere to quality assurance procedures in line with all relevant policies and procedures including the University and external requirements for admissions, ECT & AB administration and support.
- Coordinate and administer the Professional Learning delivery and promote the opportunities to partner schools. Administer and track training, development and CPD bookings internally and externally.
- Communicate regularly with DfE & TRA, our Lead Providers, colleagues attending-CPD, CPD providers, outside agencies and SYTH partners as required.
- Respond to complex enquiries about AB and ECF admissions and registration processes, from applicants, academic colleagues, school colleagues (internal and external) and administrators (internal and external).
- To keep up to date with statutory requirements and guidelines for ITT, AB and Early Career Framework and for all relevant statutory reporting requirements for SYTH.
- To be the first point of contact for trainees, ECTS, school-based mentors, 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 complex forms and returns to outside agencies e.g., DfE, TRA, SLC
- Complete ID checks and process/monitor DBS applications via the appropriate Trust systems when needed.
- Provide complex participant guidance and non-standard qualification checks, entry guidance etc.
- Organise and support ITT recruitment, administration and placement planning.
- Organise and support ECT and AB monitoring, administration and reporting.
- Give regular routine HR advice re trainee and ECT processes, monitor teachers' standards and support and guide trainees and ECTs through the support and statutory processes.
- Prepare, input and maintain trainee and ECT related records, systems and processes.
- Monitor and support on trainee and ECT HR processes and records e.g. sickness, performance management, recruitment and selection, safeguarding and safer recruitment.
- Support when necessary with the process and administration of the trainees request for places through DFE/TRA and HEIs systems.
- The management of efficient application and reporting processes through DFE Apply/ECT Manage and develop any other systems (internal and external) to facilitate the work of the Hub.
- Managing the process of confirming places and monitoring course activity in order to take decisions about opening and closing courses and cohorts.

MIS Administration:

- To provide efficient and accurate information through data management and analysis in house and with partners, in order to produce a range of management information, documentation, reports and publications.
- Manage and co-ordinate CRM MIS systems, generating, analyzing and evaluating reports for leaders, ensuring the systems are reviewed and developed and training needs are 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.
- Monitor the delivery, activity, outcomes, impact and financial spend in line with Trust and DfE requirements using the appropriate management information systems.

Finance Administration:

- Completion of complex forms and returns to outside agencies.
- Monitor and manage agreed department and event budgets and expenditure.
- Assist with planning, monitoring and evaluating budgets.
- Assist with procurement & sponsorships when required.
- Undertake and support the SYTH Finance Officer with complex routine finance administration procedures under their guidance.
- Support where necessary with the monitoring and management of tuition fee payments via the appropriate systems (eg Student Loans Company), including confirming trainee attendance data and monitoring change of circumstances.
- Liaise when necessary with the Student Loan Company to resolve tuition fee issues, investigating complex queries.
- Assist senior leaders when required with assessment of bursary eligibility.

- Support the Finance Officer and team in maintaining accurate payment records (e.g. bursaries) and ensure timely processing of monthly associated proformas.
- Assist with the DfE and internal audit processes and support the Finance Team/ Finance Officer for year-end Trust financial reporting in relation to South Yorkshire Teaching Hub activities

Marketing Administration:

- Work with the Trust marketing team to support Directors with the production of marketing materials for SYTH.
- 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) throughout the year to support the team (out of office hours work will be compensated where necessary).
- Create, collate and analyse evaluations via appropriate systems.

And re 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
- 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/Teaching 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 Trust 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/Leaders of SYTH.

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: SYTH Senior 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
Knowledge of the systems around the Appropriate Body & Early Career Framework (ECF)		✓	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
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