

Job Description

Role:	Administrator for Tommy Flowers SCITT/PEP;mk	Salary Range:	2	Notice Period:	One Month
Line Manager:	PEP:mk/SCITT	Head of Faculty:	Business Manager		

Role Purpose

The Administrator for the Tommy Flowers SCITT / PEP:mk is responsible for providing administration support across the divisions of the SCITT and PEP:mk. The Administrator provides administrative support for the Director of ITT, Secondary Partnership Manager and PEP:mk Partnership Manager.

Catholic Purpose

All staff must understand the nature and purpose of Catholic education and know that their first responsibility is to support the school in establishing and sustaining its Catholic identity and safeguarding the teaching of the Church. All staff must ensure that this catholic identity is reflected in every aspect of their work. This duty provides the context for the proper discharge of all other duties and responsibilities.

1. Articulate and promote the school's distinctive aims and ethos with parents, staff, pupils and the wider community.
2. Hold and articulate clear values and moral purpose, leading by example with integrity, creativity, clarity and resilience.
3. Demonstrate optimistic personal behaviour and model positive relationships and attitudes towards pupils and staff.
4. Work with determination to inspire, support and serve others, going the extra mile when required.
5. Protect the dignity of others through actions, interactions and decision and ensuring confidentiality at all times.
6. Demonstrate a willingness to challenge and develop personal knowledge and skills through CPLD.

Duties & Responsibilities

TFSCITT

- Provide support and guidance to potential applicants.
- Process applications and complete compliance checks.
- Administer the registration of new trainee teachers, including liaison with HR departments.
- Liaise with the finance department for the swift set-up of purchase orders.
- Through the relevant systems and programmes, provide accurate and up-to-date information to organisations such as the Department for Education, Student Finance England and Ofsted.
- Liaise with Partnership Managers to provide day-to-day administration for the courses.
- Support the design and distribution of advertising and marketing materials.
- Maintain accurate records, in compliance with ITT criteria.
- Take minutes at meetings, including the Executive Board and Primary Steering Committee.
- Organise events, including the job show, information evenings and graduation.
- General administrative support as directed by the Director of ITT.

PEP:mk

The Administrator contributes to the running and development of PEP:mk, setting up and maintaining all training courses delivered throughout the year, and ensuring the smooth set up and delivery of training.

- Set up and maintain a spreadsheet for all training courses for each year.
- Maintain and update our booking platform.
- Send out reminders for each course.
- Respond on a daily basis to emails for training course bookings/ queries/ cancellations.
- Maintain and update PEP:mk website.
- Supervise training sessions either face to face or remotely.
- Analyse session's feedback and share with Partnership Manager.
- Take minutes at meetings, including the PEP:mk Steering Group Meeting.
- Update finance software and budget.
- Invoice for subscriptions, training, non-attendance, and any other partners.
- Update the Partnership Manager, Business Manager and the Steering Group in regards to the budget.
- Reconcile bank account on QuickBooks.
- Be responsible for marketing via social media platforms, monthly newsletters and email campaigns.

Safeguarding

- Promoting the welfare of children and young people at all times
- Reporting child protection and safeguarding concerns through the schools' processes and procedures
- Committed to supporting the Prevent Duty identify risks and prevent radicalization and terrorism
- Responsible for immediately declaring changes in personal circumstances which may impact on the ability to safeguard others including criminal offences and situations which may cause the school or church to be brought into disrepute; or raise question as to the suitability of working with children
- Adhere to and schools DBS renewal requirements and respond to these requests in a timely manner
- Ensure you receive at least annual safeguarding training

General

- To work as an effective member of a team and to promote team-work at all times
- Work within, and believe in the Christian values of love, care and forgiveness, reflecting these in all your actions, decisions and interactions with others
- Observe good working practices, model exemplar professional conduct, adhere to health and safety regulations and manage oneself and all professional duties in accordance with statutory duties, requirements and expectations for those working in the public sector
- Exercise flexibility in working hours / days in carrying out your own duties for the benefit of others, acknowledging the changing demands and exceptional circumstances which arise when working with people
- Maintain confidentiality in all your duties and ensure integrity in your actions and adherence to GDPR and safeguarding requirements. Acknowledge the severity and impact of your actions should these not be adhered and the consequences which will be implemented
- Consider your social media presence and remember that whilst employed at St. Paul's you are representing the church, our school its mission and ethos
- Observe, adhere and actively implement the policies, procedures and regulations in place at the school to maintain the safety and well being of all stakeholders
- This job description allocates general duties and responsibilities, not specific tasks undertaken, nor the particular amount of time to be spent on carrying them out. Your professionalism, self-management, ability to manage a good work life balance and your knowledge of the support mechanisms and benefits in place to enable you to achieve this are your responsibility
- 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

- The post-holder is also required to undertake such other duties as may be required by or on behalf of St. Paul's Catholic School for the continuous delivery of education, the welfare of our pupils, the well-being of our staff and in response to local, national and international situations which impact on the day to day activities of the school

Declaration

I hereby confirm that I have read and understood the contents of this Job Description. I acknowledge and understand that my ability to deliver the expectations outlined in this document will be achieved through my partnership with the school, my own personal and professional management and with the support of the Schools leadership structure. I understand that I must seek support when needed, and note that the school will do everything it reasonably can to ensure I am successful in this role whilst working with me to achieve.

Name: **Signed:** **Date:**