
CANDIDATE PACK

ADMINISTRATOR

(SCITT Dept. - School Centered Initial Teacher Training)



A VERY WARM WELCOME TO GREAT ACADEMIES EDUCATION TRUST!

I am delighted that you are interested in this important opportunity with our Trust. We are seeking an Administrator to join our Central Team, working within our growing Teacher Training department (SCITT). You will have a varied and interesting role, supporting the development and delivery of all functions of the department.

We know how important it is to attract new teachers into the profession. If you share the drive and ambition we have to grow our teacher training programme, then we would like to hear from you.

We are a small multi-academy trust which crosses the local authority boundaries of Tameside and Rochdale, with three 11-16 academies and one primary academy. Our four academies are all unique, although all serve communities that face challenges. We have three academies graded as Ofsted Good (Middleton Technology School in Rochdale, Copley Academy and Silver Springs Primary Academy in Tameside). Our SCITT is also graded as Good. Great Academy Ashton was upgraded from Special Measures to a strong requires improvement judgment in March 2023 and is due a further inspection. We are doing great work and see real educational improvement for our children and want to see that continued through rapid improvement in all of our Academies.

Our Teacher Training (SCITT) is growing, having secured 'Accredited Provider SCITT Status' from the Department for Education from September 2024. We now offer both primary and secondary routes into teaching.

We have a strong Trust Board of committed, interested and knowledgeable trustees. We have benefited hugely from historical sponsor investment so we are financially sound and can provide services to all our academies in-house. As well as governance, ICT, finance, estates and HR, this includes Great Academies Improvement and Support Team (GIST) who are a team of experienced teaching and learning professionals who support the professional development of all colleagues to ensure we can achieve the highest standards of teaching, learning and school leadership.

My job is to help you do your job; to support and develop you, as you help us transform our trust with your expertise and acumen. We are genuine in all we do, so come and join us in a truly GREAT team effort!

Look forward welcoming you to Great Academies Education Trust.

Brendan Loughran
Chief Executive Officer



STAFF BENEFITS



Health protection



Westfield rewards



Chartered College Teaching membership



CPD opportunities



On-site parking



Well-being services

Administrator (SCITT)

Salary: Band 5, scale column points 9-14, Actual Salary £21,606.96 - £23,512.27.

(Full time equivalent - £25,119 to £27,334).

Hours: 36 hours per week.

Basis: Term Time Only plus 5 days within the school closure period.

We offer a hybrid working model with flexibility in your working hours.

RESPONSIBLE TO DIRECTOR OF SCITT

Location: Head office, Cavendish 249, Cavendish Street, Ashton-under-Lyne, OL6 7AT.

Start date: ASAP.

This is an interesting and varied role, supporting the SCITT team and ensuring that important safeguarding is adhered to for all of our teacher training students.

You will be the key point of contact for queries from our teacher training students, being a source of information about the course and the support available to them to excel. You will carry out important functions for the department, ensuring the smooth running of the programme.



JOB DESCRIPTION

KEY TASKS AND RESPONSIBILITIES

1. Supporting the development and delivery of all Programme functions and ensure effective operation

- Maintaining accurate up to date trainee records, distribution lists and placement details.
- Responding to all phone and email enquiries of an administrative nature ensuring queries and concerns are dealt with in a timely manner.
- Maintenance and administration of online trainee tracking systems
- Assisting with the production of Programme documentation including the creating, editing, printing, ordering and distribution of course documentation, ensuring these are of the required standard.
- Awareness of Ofsted and DfE compliance criteria and guidance.
- Administration of assessment tasks and cause for concern procedures
- Organising and liaising with external experts for training sessions, including the production of resources, arranging venues, refreshments etc.
- Assisting the programme team in ensuring that trainees' pastoral needs and problems are dealt with in a confidential manner.
- Attend and minute any meetings, as requested.
- Distribution of Programme bulletins/newsletters for all stakeholders.

2. Assisting in all stages of the recruitment process, ensuring that compliance and legislation is adhered to:

- Engage with potential applicants to promote the programmes and provide accurate information to interested parties.
- Application processing via DfE Apply and logging to ensure DfE compliance.
- Liaising with stakeholders to promote the programmes.
- Administration, co-ordination and facilitation of interview process
- Responsibility for adherence to safer recruitment practices and ensure confidentiality of applicant data at all stages of recruitment and beyond.

- Verifying satisfactory pre-employment checks for all candidates (e.g. ensuring applicants hold suitable references, DBS certificate, required qualifications, skills tests etc.)
- Distributing pre-course tasks and information to successful applicants.
- Maintaining accurate records with regard to all aspects of trainees' recruitment and advise ITT management of any change in status and/or anomalies

3. General

- Always comply with Trust Code of Conduct and information security policies.
- To be a proactive member of the team, continually seeking to improve and develop own skills and the performance of the team and operate within and comply with Great Academies Education Trust policies, procedures and values always.

Your duties may vary from time to time within the broad remit of your role and commensurate with your grade.

PERSON SPECIFICATION

ATTRIBUTES	HOW IDENTIFIED		
	Essential (E) or Desirable (D)	Application form	Interview
Qualifications			
• 5 GCSEs at grade C or above including English and Maths (or equivalent)	E	*	
• A-levels / degree	D	*	
• Enhanced DBS check	E	Disclosure certificate (to be carried out by employer)	
Personal Qualities / Skills			
• Accurate word processing and EXCEL skills	E	*	*
• Ability to use IT systems including databases and Microsoft Office products	E	*	*
• Strong organisation and time management skills	E	*	*
• Ability to work under pressure and effectively manage a hybrid working environment	E	*	*
• Excellent listening, communication skills and high levels of emotional intelligence	E		*
• Resilience and optimism to manage day-to-day challenges in a busy training environment	E		*
• Ability to relate to people at all levels and build strong working relationships.	E	*	*
• Ability to enthuse and inspire others and has a 'can do' attitude	E		*
• High levels of honesty and integrity, confidence and self-motivation	E		*
• Ability to maintain discretion and confidentiality at all times	E	*	*
• Empathetic approach towards trainees and their support needs	E	*	*

PERSON SPECIFICATION

ATTRIBUTES	HOW IDENTIFIED		
	Essential (E) or Desirable (D)	Application form	Interview
Relevant Experience			
• Working in a busy environment with competing deadlines	E	*	*
• Providing high quality administrative support	E	*	*
• Experience of co-ordinating projects or events	D	*	*
• Working in a similar role	D	*	*
• Working with children or young people	D	*	*
• Good working knowledge of Right to Work and DBS checks	E	*	*
• Understanding of DfE compliance and guidelines or willingness to learn	E	*	*
• Experience of designing and creating Programme documentation or willingness to learn	E	*	*
• Knowledge of Safer Recruitment practices or willingness to learn	E	*	*
Values & Behaviours			
• Ability to abide by the Values and Behaviours of Great Academies Education Trust	E		*
• Committed to safeguarding the welfare of children	E		*
• Shares the values of Pioneers Partnership SCITT of high aspirations and high expectations of self and others.	E		*

Category D: Refers to Desirable Features which would normally enable the successful candidate to perform the duties and tasks better and more efficiently than one who did not have the qualifications, training, experience, etc.

Category E: Refers to Essential Requirements without which the candidate would be unable to carry out the duties of the post.

Great Academies Education Trust is committed to safeguarding and protecting the welfare of children as its number one priority. This commitment to robust recruitment, selection and induction procedures includes an enhanced DBS disclosure.

HOW TO APPLY

Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

The trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Appointment is subject to references and a satisfactory enhanced disclosure from the Disclosure and Barring Service.

You can apply by submitting an up to date Curriculum Vitae with covering letter outlining how your experience, skills and knowledge make you a suitable candidate for the role.

If you would like an informal discussion about the role, please contact Sarah Swindin (SCITT Director) directly on 07920 888 244.

Great Academies Education Trust is committed to safeguarding the welfare of children, therefore, you will be required to:

- Complete a full Trust application form if you are shortlisted for interview
- Apply for an Enhanced Disclosure from the Disclosure and Barring Service if you are offered the position

**Applications must be submitted by:
Thursday 31st October 2024 at midday to
hr@gaet.co.uk**

**Interviews expected to take place Friday
8th November 2024**





**Great Academies
Education Trust**

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