

**BARR BEACON SCHOOL**  
**Job Description –SCITT/Teaching School Hub Administrator**

Arrangement	<p>Full time – 37 Hours  All year round (including school holidays)  22 days holiday + 9 bank holidays (holiday out of term time only)  Working Hours: Monday – Thursday 8.00am – 4.00pm, Friday 8.00am – 3.30pm  (including a 30 minute lunch)</p>
Salary	Scale Group 3 Spine point 9-12 £18,108-£18,881
Main Purpose:	To provide administration Barr Beacon SCITT & Teaching School Hub
Main Activities:	<ul style="list-style-type: none"> <li>• Marketing for Barr Beacon SCITT</li> <li>• Liaise with Barr Beacon SCITT partnership schools on a regular basis</li> <li>• Maintain Barr Beacon SCITT website and social media accounts</li> <li>• Maintain accurate records of documentation and databases for Barr Beacon SCITT recruitment cycles</li> <li>• Maintain accurate records for current SCITT trainees and maintain on-programme databases</li> <li>• Maintain accurate records of termly SCITT quality assurance documentation from QA procedures and visits</li> <li>• Input trainees records onto the Department for Education database</li> <li>• Preparing agendas and completing minutes for Barr Beacon SCITT meetings</li> <li>• Liaise with the Finance Department to ensure all courses are appropriately costed and required paperwork is completed and returned as directed</li> <li>• Managing operational and administrative functions to ensure specific projects are delivered efficiently</li> <li>• Maintain Barr Beacon SCITT academic calendar of events</li> <li>• Provide routine clerical support e.g. photocopying, filing, emailing for Barr Beacon SCITT and the Teaching School Hub</li> <li>• Operate relevant office equipment and IT packages (e.g. Word, Excel, databases, spreadsheets, internet)</li> <li>• Researching to identify opportunities for events e.g. careers fairs</li> <li>• Liaising with clients to ascertain their precise event requirements</li> <li>• Securing and booking a suitable venue or location for events</li> <li>• Organising facilities for car parking, hospitality and the media</li> <li>• Preparing delegate pack and materials</li> <li>• Ordering of resources and materials for Barr Beacon SCITT</li> <li>• Liaising with staff and forming relationships with key providers e.g. universities</li> <li>• Communicate and update trainee information with university partnerships as required</li> <li>• First Aid to pupils, staff and visitors as required</li> <li>• To attend First Aid training as required</li> </ul>
General:	<ul style="list-style-type: none"> <li>• Good time-management, organisational skills and work planning</li> <li>• Self-motivated and enthusiastic</li> <li>• Effective team player and individual worker</li> <li>• An open, honest and active listener</li> <li>• A friendly, professional and respectful approach which demonstrates support and commitment to providing a quality service</li> <li>• Promote and safeguard the welfare of children and young people you are responsible for or come into contact with</li> </ul>

	<ul style="list-style-type: none"> <li>• Be aware of, and comply with, policies and procedures relating to safeguarding, health, safety &amp; security, confidentiality and data protection reporting all concerns to the relevant person</li> <li>• Be aware of, support and ensure equal opportunities for all</li> <li>• Appreciate and support the role of other professionals</li> <li>• Reception duties as requested</li> <li>• Participate in training and performance development as required</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....